

A Report on the Investigation into the Town of Bethany's Response to the Alleged Sexual Abuse of Minors Enrolled in the Parks and Recreation Summer and After-School Programs

Prepared by Hon. Robert L. Holzberg (Ret.) and the Law Firm of
Pullman & Comley, LLC for the Bethany Board of Selectmen and the Bethany
Community

May 15, 2025



TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	1
PREFACE	3
PART ONE: The Investigation	5
PART TWO: Bethany	7
PART THREE: The Sequence of Events	9
PART FOUR: Key Findings and Conclusions.....	14
A. Failures by the First Selectman	14
B. Failures by the Connecticut State Police.....	22
C. Failures by the Director and staff of the Parks and Recreation Department	23
PART FIVE: Recommendations and Resources	25
CONCLUSION	28

EXECUTIVE SUMMARY

In October 2024 the Board of Selectman for the Town of Bethany retained Judge Robert L. Holzberg (Ret.) and a team from the law firm of Pullman and Comley, LLC to conduct a thorough review of the Town's and its First Selectman's response to the allegation that 5 female children had been sexually abused by a Parks & Recreation employee, Anthony Mastrangelo. The team's charge included establishing the relevant facts; identifying breaches of policies, laws, and regulations, and providing recommendations and resources on best practices for the Town's recreation and childcare programs.

KEY FINDINGS

What follows is a distillation of the critical conclusions we reached and their factual basis. In Parts One through Five we provide context and detail in support of these findings, followed by appendices containing key documents we reviewed and resources for the Town to consult as it considers modifications and improvements to its Parks and Recreation safety policies and procedures.

- The First Selectman, Paula Cofrancesco, who by Town Charter has full authority for the hiring, training, supervision, and dismissal of Town employees, was informed on multiple occasions between Dec. 2022 and March 2023 that Anthony Mastrangelo was being investigated by the Department of Children and Families (DCF) and the Connecticut State Police (CSP) for allegations of sexual abuse. She knew the details of those allegations as early as December 23, 2022, and understood that Mastrangelo was an at-will employee who could be terminated at her discretion.
- For many years before Cofrancesco's election in 2019, and continuing to the present, the Parks and Recreation Department (Parks and Rec) had no filing or record-keeping system, written safety policies, or documented training protocols for its staff. Other Town departments likewise lacked basic record-keeping, personnel, and budget policies and practices.
- On June 19, 2023, the First Selectman received formal notice from DCF that it had confirmed two allegations against Mastrangelo. On the evening of May 24, 2024, Cofrancesco was informed that Anthony Mastrangelo had been arrested that afternoon and charged with sexual abuse of a minor. An additional four arrests involving four other minor victims followed on June 24, 2024.
- Despite knowing since December 2022 that Mastrangelo was the subject of concurrent investigations by DCF and CSP involving allegations of sexual abuse of minors, and having been notified on June 19, 2023 that DCF confirmed at least two allegations against Mastrangelo, the First Selectman failed to interview Mastrangelo or conduct an inquiry into the allegations against him; remove Mastrangelo from Town employment; seek the advice of Town counsel; consult with the Second and Third Selectmen; promptly advise Town residents of the investigations; comply with repeated staff requests for installation of security cameras in Town Hall and the Parks and Rec Annex; implement background checks of all Parks and Rec employees; direct an immediate and comprehensive review of Parks and Rec programs and policies; and implement widely available best practices to assure child safety and effective vetting and supervision of full-time and part-time recreation staff.

- The unexplained failure of the Connecticut State Police's Bethany Troop I to seek arrest warrants for Mastrangelo in early 2023, despite having probable cause to initiate criminal proceedings arising from his assault of four victims, provided Mastrangelo an opportunity to commit a further assault in May 2024. The fifteen-month delay in seeking Mastrangelo's arrests requires a full and candid explanation by the Commanding Officer of the CSP.
- Not until the arrests became public did the First Selectman demonstrate any urgency to review and update Parks and Rec training and safety measures. Those efforts, however, seemed largely designed to quell residents' outrage at the danger to which their children had been exposed, and were largely ineffective.
- There are widely available best practices and policies that the new Director of Parks and Recreation and the Parks and Recreation Commission can immediately implement that will enhance the safety of children enrolled in summer camp programs.

PREFACE

This investigative report to the residents and elected officials of the Town of Bethany, Connecticut (“the Town”) was commissioned in October 2024. The report represents a seven-month effort by attorneys and professionals of Pullman & Comley, LLC, working under my direction, to identify and evaluate the response by the Town of Bethany, and by the administration of First Selectman Paula Cofrancesco, to allegations of child sexual abuse committed by Anthony Mastrangelo, a Department of Parks and Recreation employee and counselor in its after-school and summer programs.¹

We have based this report on our review of more than 125,000 electronic and paper documents—e-mails, text messages, Town policies, and related attachments—and on our interviews of 48 current and former Town employees, elected officials, concerned citizens, and parents of the victims. A list of those individuals can be found in **Appendix A**. To protect the identity of the victims and their families, shield some current employees who are concerned about retaliation for their cooperation with us, and guarantee confidentiality to the private citizens we interviewed, we have redacted names where appropriate.²

Despite the cooperation and assistance of virtually all current Town employees and elected officials, we have encountered the following challenges in producing this report:

1. The absence of standard document-management and -retention systems in Town Hall offices and the Parks and Recreation Department in particular;
2. The deletion of potentially relevant electronic communications from Town-issued laptops and telephones assigned to the former Director of Parks and Recreation and employees under her supervision³;
3. The refusal by the former Director of the Department of Parks and Recreation and her senior staff to meet with us. We believe that these individuals, specifically Janice Howard⁴,

¹Anthony Mastrangelo also served at the Bethany Community School (BCS) in various capacities. He was immediately removed from school grounds by Superintendent of Schools Kai Byrd after she received, on December 22, 2022, information about a possible assault of a child by Mastrangelo. Based on our interview of Superintendent Byrd and a review of relevant Board of Education electronic and paper documents, we can affirm that Superintendent Byrd fully complied with her obligations as a mandated reporter and took immediate and appropriate steps to protect the children under her jurisdiction.

² A number of employees have described an atmosphere of fear and threats of retaliation for criticizing the First Selectman publicly or privately. The First Selectman denies that she cultivates such an atmosphere. We have not identified any specific instances of retaliation stemming from interviews with our Team.

³ The First Selectwoman and Town Counsel have invoked attorney-client privilege as the justification for their withholding text messages that may be relevant to the investigation. Nonetheless, we believe that because those texts concern a later time period when Town Counsel was contacted, and the volume and variety of data we have collected from multiple sources, many involving communications with the First Selectman, we have established a full and accurate history of the events that are the subject of this investigation.

⁴ Our team has recovered a lengthy summary of events prepared by the former Director of Parks and Recreation, Janice Howard, setting forth in detail the substance of conversations she had with the First Selectman and other Town officials about their response to the Mastrangelo allegations and her efforts to implement appropriate security and safety policies. As reflected in the text of this report, that memo is highly critical of the First Selectman. The memo also reflects Howard’s efforts—sometimes clandestine—to work around the First Selectman’s refusal to adopt Howard’s basic security and safety recommendations. The full memo can be found in **Appendix B**.

Anthony Cofrancesco, Nick Bottone⁵, and the former chair of the Parks and Recreation Commission, Nick Poulmas, have direct knowledge of the subject matter of this investigation and are material witnesses to the circumstances and concerns at issue. We have made multiple efforts to reach out to them and their counsel, employing phone calls, e-mail, and certified letters. As former employees of the Town they have no obligation to cooperate with this investigation. Their refusal to do so, however, creates the inference that they possess information adverse to their interests and/or to those of the First Selectman.

Despite the refusal of these individuals to speak with us, we are confident that we have been able to accurately describe the events giving rise to this investigation. We believe that the witnesses whom we have interviewed have been largely cooperative, forthright, and candid in their responses to our questions.

I am confident that the conclusions expressed in this report are fully supported by the evidence at our disposal and the logical inferences to be drawn from the totality of the evidence we have reviewed. Without applying any specific evidentiary standard from the law, I have endeavored to weigh these matters with the detachment, care, and fairness I exercised when serving as a judge of the Superior Court.

I invite anyone who has additional information bearing on the findings of this report or the matters investigated to provide it to the investigative team at Pullman and Comley, LLC.

Respectfully,

Robert L. Holzberg
Judge, Connecticut Superior Court (Ret.)

⁵ Nick Bottone has communicated with the investigative team to a limited extent by responding in writing to topics we submitted to his attorney. We have also had conversations with his attorney. Given Bottone's many years of service to the Parks and Recreation Department, during which he worked side by side with Anthony Mastrangelo, Anthony Cofrancesco, and Janice Howard, both as a counselor and for a brief period as Acting Director, we are confident that he has additional relevant information that we would have explored in a face-to-face interview had he consented to meeting with us.

PART ONE THE INVESTIGATION

I couldn't understand why I would learn of something like that from Social Media, when our town always seemed to have our back. We went to meetings, heard the responses, and it has been thoroughly disappointing. Little did we know it was just beginning. As of now, there's been no investigation, everything is waiting for "the next meeting." There have been almost no actions from the town since we first found this out. To this day, this remains true."

—Electronic communication from a community member

Safety and security were not the priority."

—Town employee reflecting on the Parks and Recreation programs

I knew I was walking into a burning inferno.

—Town employee commenting on starting Town employment

The Charge

In October 2024 the Board of Selectman for the Town of Bethany⁶ retained Judge Robert L. Holzberg (Ret.) and the law firm of Pullman and Comley, LLC ("the investigative team") to conduct a comprehensive investigation into and review of the response by the Town and its First Selectman to reports that several female children had been sexually abused by a Parks & Recreation counselor, Anthony Mastrangelo.⁷ The Town charged the investigative team with identifying the relevant facts involved in the First Selectman's response to the allegations; identifying any breaches of policies, laws, or regulations; and providing recommendations for implementing best practices for the administration and governance of the Town's recreation programs.

The initial request for Letters of Interest included a list (and related appendix) of Town residents' questions, which we answer in this report to the extent possible by providing the information uncovered in this investigation. The list reads as follows:

1. Why did the state police investigation take 18 months until arrests were made and the public became aware of the allegations?
2. Why didn't the school and the town notify parents of the initial information about a complaint to DCF about a person working in the school and the after-school program?
3. Did town and school officials receive additional information after December 2022 about the allegations such as that the complaint pertained to sexual abuse, that more than one minor victim was involved, and that DCF had referred the case to the state police for

⁶ Excluding First Selectwoman Paula Cofrancesco, who recused herself from the selection of the independent investigators.

⁷ Mastrangelo currently faces multiple felony and misdemeanor counts arising out of his alleged sexual assault of five minor female children. His guilt or innocence is beyond the scope of this investigation; he is entitled to the constitutional presumption of innocence while his charges are pending. Because of his state and federal constitutional protection against self-incrimination, we did not seek to interview Mr. Mastrangelo. We did, however, speak with his counsel, Attorney John Gulash.

criminal investigation? If so, which officials received additional information and when was it received? If additional information was received, why didn't the school and the town notify parents of this information?

4. What policies, procedures, protocols, training, and practices related to sexual abuse were in place in the Parks and Recreation Department prior to December 2022?
5. What policies, procedures, protocols, training, and practices related to the care of children were in place in the Park[s] and Recreation Department after December 2022?
6. Who took training classes and when? What employees—whether they be per diem, seasonal, part-time, or full time and exactly what training during all relevant time periods?
7. What changes to policies, procedures, training, and practices related to sexual abuse were made by the Parks and Recreation Department after becoming aware of the DCF complaint and after any additional information about the allegations was received? Exactly when did the Park[s] and Recreation Department make those changes, if any? At whose suggestion were these changes made? Who implemented those changes, if anyone?
8. Are additional changes to policies, procedures, training, and practices related to sexual abuse recommended to reduce the risk of similar incidents occurring at the Parks and Recreation Department in the future?
9. What was the role of the Park[s] and Recreation Commission prior to December 2022? Was the Park[s] and Recreation Department notified about the allegation made against Anthony Mastrangelo? When did the Park[s] and Recreation Commission meet? Who were the members of the Park[s] and Recreation Commission? What was their tenure? Mission? Role? Hire and fire? Meet with First Selectwoman? Meet with Director of Park[s] and Recreation? Oversight? Something else?

The Investigative Methodology

Upon selection on October 1, 2024 by the Board of Selectman to serve as the independent investigator in this matter, we issued a document-preservation notice to all Town Hall employees and elected officials: it directed that all paper and electronic records in their custody be preserved.⁸ We have collected, processed, reviewed, and analyzed in excess of 125,000 paper and electronic documents with the assistance of an independent forensic consultant, Sandline Global. These materials included physical files on site at the Town Hall, digital records from the computers of Town employees, e-mails from relevant Town employees⁹, and cell-phone records, including text messages sent and received by the First Selectman and David Merriam, the Administrative

⁸A forensic examination of telephones and laptops issued by the Town to Anthony Cofrancesco and Janice Howard revealed that e-mails and text messages had been deleted. The materials on the laptop assigned to Janice Howard had been transferred to an external hard drive and therefore were unavailable for our review. The First Selectman uses her personal cellphone for Town business. We retrieved from her phone e-mails and text messages. However, she denied our request for access to her iCloud storage account, which likely contains additional electronic communications not presently maintained on her phone. As described in greater detail in Footnote 53, the Connecticut State Freedom of Information Act governs the preservation of electronic communications generated by public employees in the course of their official duties, whether those communications are maintained on personal or municipal devices. Failure to maintain those records may be a violation of the Act; their destruction may, under certain circumstances, constitute criminal conduct. As discussed in Part Four, the Town has for many years lacked a written public records preservation policy. Only recently has it commenced a formal training program for Town employees to inform them of their legal obligations with respect to the preservation of written and electronic records.

⁹E-mails were obtained from the accounts of the following individuals: Paula Cofrancesco, Jennifer Cafasso, Anthony Cofrancesco, Janice Howard, David Merriam, and Nick Bottone.

Lieutenant for the Bethany Resident Trooper's Office¹⁰. The New Haven Judicial District Clerk's files for the five pending prosecutions of Anthony Mastrangelo were also reviewed. The Connecticut State Police denied our request to review its investigative file relating to the Mastrangelo allegations and refused to provide an explanation for its delay in seeking warrants for Mastrangelo's arrests.

In addition to our detailed review of documents, the 47 witnesses we have interviewed include Town officials named in this report; past and present town employees, including Parks & Recreation Department staff; community members, including parents of children who participated in Parks & Rec programs; and parents of the victims. We have communicated with representatives of several Connecticut state agencies involved to varying degrees in the Mastrangelo investigations; they include legal counsel for the Department of Children and Families, the Office of Early Childhood, and the Connecticut State Police. Details from the interviews have been incorporated into the report.¹¹

On behalf of the Town and our investigative team, and in an attempt to reach out to members of the Bethany community, the Town posted a banner on the Town website notifying the community of our investigation. Persons who contacted us were given the choice of speaking with us in person or on Zoom.

The Investigative Team

The Pullman & Comley investigative team consists of partners Judge Robert L. Holzberg (ret.), and Monte Frank, associate Kimberly Catala, and paralegal Patricia Lebel-Lasse. Their professional biographies can be found in **Appendix C**.

PART TWO BETHANY

While our investigation focuses on the period from December 2022 to the present, it is important to note that the Town of Bethany is a small, tight-knit community of fewer than 6,000 residents, many of whom are related to each other and/or have long-standing personal relationships that go back generations. One witness described Bethany as "Mayberry," the town popularized in the long-running *Andy Griffith Show*. Numerous Town employees are related to each other. The individuals who figure most prominently in this investigation have familial or personal ties. First Selectman Paula Cofrancesco is the cousin by marriage of the former Director of Parks and Recreation, Janice Howard, and the aunt by marriage of a Parks and Recreation Department employee, Anthony Cofrancesco, who worked and was friends with Anthony Mastrangelo.¹²

¹⁰ Text messages were reviewed from the town-issued phones of David Merriam and the Parks and Recreation Department, and from the personal phone of Paula Cofrancesco.

¹¹ In an effort to encourage candor, the investigative team promised confidentiality to the individuals we interviewed—except for elected officials. As a result, in **Appendix A** we have redacted identifying information for private individuals but have listed the general category into which they fall, such as parent or former counselor.

¹² These considerations bolster the conclusion that the Mastrangelo and Cofrancesco families are more than "acquaintances" as the First Selectman contends. Text messages between the First Selectman and Mastrangelo's mother, who served as the Bethany Community School secretary, discuss coordination of designs for family t-shirts to be worn during an upcoming joint summer vacation in New York State. Other communications between the two

Much public discussion has focused on the relationship between the families of Paula Cofrancesco and Anthony Mastrangelo. This relationship is relevant to the extent it played a part in the First Selectman's seeming reluctance to terminate Mastrangelo from Town employment and her concurrent failure to share with the community, even in general terms, the potential risk posed by a Town employee under investigation for alleged abuse of young children enrolled in Town-sponsored programs. Despite the First Selectman's denials, a close personal relationship with Mastrangelo and his family is supported by witness interviews, social-media posts, the First Selectman's own text messages, and the hiring of Mastrangelo by the First Selectman's husband for his insurance company after Mastrangelo's employment with the Town ended.

When she assumed office in 2019, First Selectman Cofrancesco inherited, by her account, a government that was in disarray and barely functioning. For years the Town had failed to commission and submit annual financial audits to the State Office of Policy and Management. Important documents were found in unlabeled desk drawers; there was no modern record-keeping or -retention system and little if any accountability required of department directors, including Director Howard.

Recognizing the organizational and administrative chaos she had inherited, First Selectman Cofrancesco resolved to focus her time and administrative energy on the departments she thought were most in need of attention. She explained that she had largely ignored the Parks and Recreation Department because she believed it was not in crisis and because she relied on her directors to bring to her attention issues that needed to be addressed.¹³

For many years and continuing through the period subject to this investigation, the Parks and Recreation Department provided before-school, after-school, and summer camp programs for the children of Bethany. These programs were located in the basement and gym of the Town Hall and the so-called Annex, a building immediately adjacent to the Town Hall.¹⁴ With few exceptions parents expressed general satisfaction with the programming and supervision provided by the Department counselors. The cost per child was reasonable¹⁵, the staff were flexible in allowing parents to drop off and pick their children on short notice. The parents interviewed generally spoke highly of both the counselors and the permanent and seasonal staff.

Many of the counselors had attended the summer programs as children and gone on to serve as junior counselors in training, counselors in training, and then as counselors. Serving as a counselor gave them an opportunity to work with children, have a summer income, and continue long-standing friendships dating back to elementary school. These relationships, however, also contributed to an atmosphere of inattention at best, and dismissiveness at worst, when it came to behavior by Mastrangelo that portended the alleged conduct that would result in his criminal

women mention arrangements for shared meals, apparently in reference to the same vacation. The First Selectman's explanation that she "has no control" over who turns up at her annual vacation destination, suggesting that it is sheer happenstance that she and the Mastrangelos are pictured together at the same vacation spot, strains credulity.

¹³ As we observe in Part Four, that assertion is contradicted by credible evidence that she rejected Director Howard's and other officials' repeated recommendations that background checks of employees be implemented and security cameras installed.

¹⁴ A Google map, showing the proximity between Town Hall, the Annex and the Community School, is attached as **Appendix D**.

¹⁵ Despite the generally positive feedback about after-school and summer programming, many parents reported confusion about fees, payment terms, and outstanding balances. Most of this confusion results from the deficient record-keeping and other administrative processes in the Parks and Recreation Department.

prosecutions. Mastrangelo was hired in 2015 as a Parks and Recreation counselor and, based on the testimony of several witnesses, was friends with many of his coworkers, including Nick Bottone and Mastrangelo’s supervisor, Anthony Cofrancesco. Concerns about Mastrangelo’s interactions with colleagues and campers that were presented to camp administrators—Mastrangelo’s friends and co-workers—were met with indifference or vague promises that they would “talk to him.”

Notwithstanding public appearances and general parental satisfaction with the Parks and Recreation programming and staff, the Department itself was in organizational disarray and almost entirely devoid of accounting, hiring, training, and safety policies, practices, and procedures. In July 2024, following the disclosure of Mastrangelo’s arrests, the Town’s Executive Assistant and Human Resources Administrator Jennifer Cafasso was directed to inspect the Parks and Recreation Department office. Ms. Cafasso reported that after inspecting the office she could not locate any training policies, personnel manuals, or records of CPR, safety, and mandated-reporter training. Record-keeping was virtually nonexistent. Rosters of campers and counselors, correspondence, and records of staff training and certifications, to the extent they existed at all, turned up in drawers, on top of radiators, or on the floor. The photographs of the office in **Appendix E** reveal organizational chaos indicative of administrative dysfunction.

Fortunately for the Town and the children signed up for its programs, the Department’s lack of safety policies and staff training, if recognized at all, had not caused concern before December 2022, when Mastrangelo was first accused of sexually abusing a female child enrolled in a Parks and Recreation program. The historical indifference to the Department’s absence of training and safety policies, and the consequences of that neglect, would come into focus in December 2022 and the eighteen months that followed.

PART THREE

THE SEQUENCE OF EVENTS

Our analysis reveals that certain dates and time periods are critical to an understanding of the information known to the First Selectman, the Director of Parks and Recreation, and the Connecticut State Police. In addition to the following narrative, we include detailed timelines to assist the reader. They can be found in **Appendix F**.

December 22, 2022–January 2023: the initial allegation

On December 22, 2022 Bethany Superintendent of Schools Kai Byrd received a phone call from a concerned parent informing her that another parent would be filing a Department of Children and Families (DCF) report on Anthony Mastrangelo, a part-time Board of Education employee and volunteer at the Bethany pre-K to 6 Community School (BCS).¹⁶ Superintendent Byrd immediately directed Mastrangelo to leave school property and terminated his employment and

¹⁶ Anthony Mastrangelo had part-time positions with both the Board of Education and the Bethany Parks and Recreation Department.

his volunteer status¹⁷ with the school system. Mastrangelo was escorted from the building at 8:09 a.m. that morning.¹⁸

Superintendent Byrd contacted the DCF careline for confirmation that she could notify the Parks and Recreation Department of Mastrangelo's referral to DCF. She also filed a Form 136 report¹⁹ with DCF based on the information in her possession concerning an allegation of child abuse.

Superintendent Byrd reports that at 9:26 a.m. she called Director of Parks and Recreation Janice Howard and informed her of the phone call about Mastrangelo, his termination and removal from school property, and the filing of Form 136. Following this phone call, at around 11:30 a.m., First Selectman Cofrancesco, Director Howard, and CSP Administrative Lieutenant David Merriam met briefly in Superintendent Byrd's office.²⁰ Superintendent Byrd recalls that the First Selectman appeared agitated and was primarily focused on gathering information regarding the identity of the parent who had called the Superintendent. During this meeting, the Superintendent reports, First Selectman Cofrancesco declared that "this is the kind of thing that could ruin a person's life"—referring to Anthony Mastrangelo.

That same morning, following the meeting with Superintendent Byrd, Janice Howard directed Anthony Cofrancesco to contact Anthony Mastrangelo to inform him that he was not to come to the Parks and Recreation after-school program that day.

Shortly following her receipt of the phone call from the parent and her filing of Form 136, Superintendent Byrd informed the Board of Education, via a written memo,²¹ that she was dealing with a personnel issue, but did not disclose additional information.

In the evening of December 22, 2022, Connecticut State Police (CSP) Bethany Troop I received a fax from DCF providing notice of the allegations against Mastrangelo involving Victim #1.²² On December 23, 2022 Trooper Promotico interviewed the parent of Victim #1 at Bethany Barracks. The parent gave the Trooper specific details of Mastrangelo's alleged assaults. These included Mastrangelo's placing his hands on or near the child's buttocks and vagina. The parent also shared with the Trooper her child's report that three of her friends had been similarly assaulted. On

¹⁷ For ease of discussion, we refer to Superintendent Byrd's removal of Mastrangelo as "termination." More specifically, Superintendent Byrd removed Mastrangelo from being eligible to serve as a substitute through ESS—the subcontracting agency that manages and provides substitutes in the schools. Mastrangelo did not return to the school to serve in any capacity.

¹⁸ This detailed timeline is derived from our interview of Superintendent Byrd and a review of her contemporaneous notes.

¹⁹ Pursuant to General Statutes Sec. 17a-101, school administrators are mandated reporters. Within 48 hours they are required to file with the Department of Children and Families a report of suspected child abuse or neglect on what is known as DCF Form 136 (see **Appendix G**). 17a-101 also imposes mandatory reporting obligations on "Any paid youth camp director or assistant director and staff member who is aged 21 or over." By its terms, 17a-101 applies to Janice Howard and paid Parks and Recreation staff such as Anthony Mastrangelo himself, Anthony Cofrancesco, Nicholas Bottone, and all summer counselors aged 21 or older. Based on our review there is no documentary evidence that mandated-reporter training was provided annually to the Director, her staff, or summer counselors.

²⁰ There are conflicting reports as to how the four individuals came to be in the office, but it is agreed that all four were there at the same time. It is also agreed that Paula Cofrancesco and Janice Howard arrived together.

²¹ This memo can be found in **Appendix H**.

²² To protect the identity of the minor victims, the arrest warrant affidavits refer to them as Victim #1, Victim #2, Victim #3, Victim #4, and Victim #5. We follow the same convention in this report.

January 19, 2023 a forensic interview of Victim #1 was conducted by the Yale Child Advocacy Center.²³ In that interview, recorded by the Trooper in attendance, Victim #1 repeated and confirmed the details her parent had conveyed to the State Police on December 23.

On December 23, 2022 Administrative Lieutenant David Merriam²⁴ received updates from his former colleagues at Troop I. Merriam credibly recollects that he in turn informed the First Selectman of the nature and existence of the investigation into Anthony Mastrangelo. Advisors to the First Selectman also confirmed that by no later than December 23, 2022 she was fully aware of the nature of Victim #1's allegations.

January 2023–March 2023: CSP investigates three further allegations; Mastrangelo still employed by Parks and Recreation

Responding to the information provided by the parent of Victim #1 in the initial December 23, 2022 interview,²⁵ Troop I and DCF opened three additional investigations between January and March 2023 into allegations that Anthony Mastrangelo had sexually abused Victim #2, Victim #3, and Victim #4 while working for Bethany Parks and Recreation programs.

While these investigations were being conducted, Mastrangelo, with the First Selectman's authorization,²⁶ continued working for Parks and Recreation in a modified position designed, according to Paula Cofrancesco, to minimize potential contact with school children. Mastrangelo was assigned part-time work during school hours in the Parks and Recreation office in the basement of Town Hall. The assignment included clerical and organizational tasks such as cleaning closets and organizing files. It is significant that the basement of Town Hall, where Mastrangelo was working, is adjacent to both the Annex, where children attended Parks and Rec programs, and the school building, positioning him in close proximity to students who may have been outdoors after school and during recess. It is also noteworthy that the proximity of these buildings to each other was of concern to the DCF investigator, who took measurements of the distance between the three locations.

The decision to assign Mastrangelo to “desk duty” in the Town Hall office was, the First Selectman explained, intended to allow him to continue to work in a limited capacity until she obtained more

²³ Best practices and standard protocol require that when investigating allegations of child sexual abuse law enforcement authorities assign the interview of the child to a neutral, professionally trained specialist skilled in interviewing children. These interviews should not be conducted at law enforcement offices, but rather at a comfortable, non-threatening site. All of the interviews in these matters were recorded by the investigating Trooper, who is precluded from participating in the interview but is authorized to use the content of the interviews as part of his investigation and assessment of probable cause. The website for Yale Child Advocacy describes its forensic interview process as follows: “Trained social workers meet with children to obtain information regarding the sexual abuse allegation. The interviews are conducted in a neutral, child-friendly environment. They are recorded using state-of-the-art equipment to allow medical staff, police, and DCF personnel to observe the interview as it occurs” (<https://www.yalemedicine.org/departments/safety-advocacy-and-healing-program#our-services>).

²⁴ David Merriam is a retired Connecticut State Trooper who served for many years as the Bethany Resident Trooper. He currently serves as the Administrative Lieutenant for the Bethany Resident Trooper's Office.

²⁵ See affidavits and arrest warrants for Victims #1, 2, 3, 4, and 5 located in **Appendix I**.

²⁶ The First Selectman denies that she authorized Mastrangelo's continued employment and asserts that the decision was the outcome of a “conversation” between herself and Janice Howard. She concedes, however, that pursuant to the Town Charter and practice she is ultimately responsible for the hiring, assignment, disciplining and firing of Town employees.

information about the allegations. She claims that Mastrangelo was supposed to be personally supervised and monitored by Janice Howard. Yet multiple witnesses confirmed that they had seen him working unsupervised in the Parks and Recreation office and walking unescorted inside and outside Town Hall. At least one parent reported seeing Mastrangelo walking alone during after-school hours on the access road to the Bethany Community School.

While Mastrangelo continued working part-time for the Town, CSP and DCF opened additional investigations in February and March 2023 into allegations of abuse involving Victims #2, #3, and #4. In May 2024 an investigation was opened into the alleged assault of Victim #5. The timeline of the investigative interviews and the arrests is set forth in the chart in **Appendix F**, as well as the table below:

Victim #	CSP Parent Interview	Yale Forensic Interview	Date of Arrest
1	December 23, 2022	January 19, 2023	May 24, 2024
2	February 8, 2023	March 22, 2023	June 24, 2024
3	February 8, 2023	February 27, 2023	June 24, 2024
4	March 4, 2023	March 22, 2023	June 24, 2024
5	May 13, 2024	May 16, 2024	June 24, 2024

In short, by no later than March 22, 2023, the CSP had interviewed the parents of four alleged victims and obtained details of the assaults from the parents. These details were promptly confirmed by each child in a forensic interview conducted by Yale Child Advocacy. Although these interviews had collected ample evidence of probable cause²⁷ to believe that Anthony Mastrangelo had sexually assaulted four children in the course of his employment, the CSP did not seek arrest warrants for Mastrangelo until May and June 2024, nor did it, as far as we can determine, continue or expand its investigation after the parental and forensic interviews were complete in March 2023,²⁸ other than brief interviews of Parks and Recreation counselors in May, 2023.

June 2023: Town informed that DCF confirms abuse allegations; Mastrangelo’s employment ends

The First Selectman and Town Attorney have confirmed that on June 19, 2023, the Parks and Recreation Department received written notice from DCF confirming that Anthony Mastrangelo

²⁷ Under state and federal constitutional law, a citizen can be arrested only if there is probable cause to believe that a crime has been committed and that the accused committed that crime. Probable cause exists if specific facts and circumstances support a reasonable belief that a crime has been committed.

²⁸ In May 2023 Trooper Gouveia appeared unannounced at the Parks and Recreation Annex to interview three counselors. He was seeking information about safety policies and training. It is unclear why he did not address those questions to the Director of the Department or to the First Selectman, and why he did not seek to elicit information from the counselors and other employees who had witnessed first-hand Mastrangelo’s interactions with children.

had sexually abused at least two children during his employment.²⁹ The First Selectman confirmed that she was also informed that day of the DCF findings.

Either immediately following or preceding the Town's receipt of the DCF notice, Anthony Mastrangelo ceased working for the Town. Because of the absence of a personnel file we cannot definitively determine whether his last official day of work was June 12, 2023 or June 22, 2023—two days before his arrests on the four remaining allegations. Following his separation from Town employment Mastrangelo applied for unemployment compensation. In conjunction with his application, the Town was required to provide an official “last date” of employment. The Finance Department reported, “Last day worked 6/12/2023. Was not scheduled after 6/22/23.” It is reasonable to conclude that Mastrangelo was not scheduled for additional work as a direct result of the June 19 DCF notice confirming the allegations against him. The First Selectman contends, however, that the DCF notice did not play a role in the decision to separate Mastrangelo from Town employment. Rather, she insists, the decision to stop scheduling Mastrangelo was the result of her judgment that with summer camp about to start it would be inadvisable to have him working in proximity to the campers.

June 2023–May 2024: CSP investigation dormant; Town takes no action in response to DCF notice confirming allegations against Mastrangelo

We cannot identify any investigative action by the CSP following Trooper Gouveia's interview of three Parks and Recreation counselors in late May 2023. Nor can we identify any action taken by the Town³⁰ in response to the June 2023 notice from DCF.³¹

May 13, 2024: Complaint by Victim #5

On May 13, 2024 the parent of Victim #5 provided a sworn statement to a Trooper assigned to Bethany Barracks I relaying her daughter's report of being improperly touched by Anthony Mastrangelo while he was babysitting for her.³² Mastrangelo was arrested on charges arising from these allegations on June 24, 2024.

May 24, 2024: First arrest of Mastrangelo related to Victim #1

On May 24, 2024 Anthony Mastrangelo was arrested for charges arising out of allegations first presented to DCF and CSP on December 22, 2022. That evening Administrative Lieutenant Merriam informed the First Selectman of Mastrangelo's arrest. The First Selectman did not advise the public of this arrest or take any action to assure that the summer camp programs beginning in June 2024 would operate under enhanced training and safety protocols.

²⁹ In its response to the subpoena of the Office of Child Advocate, the Town stated, “The Town did not become aware of the nature of the allegations of the complaint until shortly after June 19, 2023, when it received two notifications of DCF's investigation results.”

³⁰ The failure of the First Selectman and Director Howard to undertake a review of the Parks and Recreation Department's child safety policies following receipt of the DCF investigative findings is baffling. So, too, is the failure to formally terminate Mastrangelo, whether his last date worked was June 12 or June 22, 2023.

³¹ Some e-mails reveal an effort by Janice Howard to push for implementation of technical security measures, as discussed later in this report.

³² Multiple parents report that at various times Mastrangelo served as a babysitter for families in Town.

June 24, 2024: Mastrangelo arrested for charges related to Victims #2, 3, 4, and 5

On June 24, 2024 Anthony Mastrangelo was arrested for charges arising out of the allegations of Victims #2, #3, #4, and #5 that he had sexually abused them. These arrests were first disclosed to the public in a press release issued by the Bethany Barracks. As a result of the public furor sparked by revelation of the arrests and the perceived lack of candor on the part of the First Selectman, Cofrancesco commenced a belated and largely ineffective response to the safety concerns voiced by the community.

PART FOUR KEY FINDINGS AND CONCLUSIONS

Our review has identified a number of critical failures by prior administrations of the Town of Bethany, the current First Selectman, Director Howard, the Parks and Rec Commission and the Connecticut State Police.

These failures were not isolated; together they form the mosaic against which the Town's response should be evaluated and understood. These failures resulted from decades of non-management and mismanagement of the Department of Parks and Recreation by successive First Selectmen and Department directors. The evidence is clear and indisputable that collectively they failed to implement basic administrative practices for the management of the Department and, most importantly, failed to review and implement policies and procedures designed to assure the safety and welfare of the children enrolled in Parks and Recreation programs. The ultimate responsibility for these omissions, as they relate to the Mastrangelo allegations, while historical in origin, rests with the current First Selectman who was in office for three years when the allegations arose.

We preface our discussion by noting, as we must, that no system—no matter how well designed—can guarantee the complete safety of children under a program's care and supervision. A background check of a prospective employee with no criminal record, for example, cannot assure that a potential child abuser will be identified and denied employment. Rather, the goal is, and should always be, to have in place essential policies and practices that will minimize risk to children and ensure a timely and transparent response when incidents do occur.

Unfortunately, for years the Town of Bethany's Parks and Recreation Department completely lacked such policies. The risk to children resulting from the absence of reasonable and appropriate training and safety policies was exacerbated by the historical culture of hiring friends and family members to work in the Department. Those long-standing relationships made Department staff and leadership reluctant to provide feedback to and effectively supervise their colleague and friend Anthony Mastrangelo. It is notable that from early in his time as a Town employee Mastrangelo's behavior provided hints of his future alleged misconduct.

A. Failures by the First Selectman

1. Failure to immediately remove Anthony Mastrangelo from Town employment and inform the Town of pending investigations of sexual misconduct

The detailed timeline in Part Three has been confirmed by multiple witnesses and corroborating e-mails and text messages. It demonstrates that the First Selectman, despite her denials, knew the specific nature of the allegations against Mastrangelo as early as December 23, 2022. Even if her

claim that she was unaware of the *details* of the December 2022 allegation is credited, by her own admission she knew no later than June 19, 2023—one full year before his arrests—that multiple DCF investigations had confirmed that Mastrangelo sexually abused children enrolled in Parks and Recreation Department programs.³³ Given her knowledge of the details of the Mastrangelo allegations, it is inexplicable that the First Selectman failed to 1) terminate Mastrangelo’s employment; 2) notify the community, at least in general terms, of alleged assaults by a Town employee; and 3) initiate a comprehensive review of Parks and Recreation safety procedures and policies.

While the First Selectman still denies having actual knowledge on December 22 or December 23, 2023 of the specific allegations against Mastrangelo, that claim is contradicted by multiple credible witnesses. She did concede that in light of its statutory mandate any investigation conducted by the Department of Children and Families would necessarily involve allegations of the abuse or neglect of a child. First Selectman Cofrancesco insists that she understood the nature of DCF investigations generally, but was unaware on December 22 and 23, 2023 of the “sexual nature of the allegations.” Curiously, she acknowledged that she never attempted to speak to Mastrangelo about the allegations or reach out to DCF, the State Police, or Town Counsel about the allegations.

Unlike School Superintendent Kai Byrd, who promptly terminated Mastrangelo’s paid and volunteer roles in the school system and banned him from school property, the First Selectman took no action to remove Mastrangelo from Town property or terminate his employment with the Town. By no later than the first week of January 2023, she authorized Mastrangelo to work in Town Hall, purportedly under the direct supervision of Director Janice Howard, organizing files and cleaning closets.³⁴

We conclude that the First Selectman’s failure to immediately terminate Mastrangelo in December 2022 and in June 2023 following the DCF notice, and her concurrent failure to advise the Bethany community in December 2022 and June 2023 of the nature and gravity of the allegations, is not defensible. That conclusion applies likewise to her failure to inform the community of Mastrangelo’s arrests in May and June 2024 for the alleged sexual assault of at least five children. Her conduct is all the more disturbing because the First Selectman and her staff knew, or

³³ The First Selectman claims that she received actual notice of the specific nature of the Mastrangelo allegations only on or about June 19, 2023. That is the date confirmed by the Town in its response to the subpoena issued by the Office of the Child Advocate. “The Town did not become aware of the nature of the allegations of the complaint until shortly after June 19, 2023 when it received two notifications of DCF’s investigations results.” Realizing that the DCF notice contained confidential information, the Town Attorney appropriately ordered that identifying information be redacted and the notice be placed under seal. It remains in a locked cabinet in the First Selectman’s office. Director Howard took that notice with her following her resignation in July 2024 but was forced by an alert Town official to return it to the Town.

³⁴ Director Howard vehemently insists that the decision to allow Mastrangelo to work in Town Hall was exclusively First Selectman Cofrancesco’s. Howard writes in a July 7, 2024 text exchange with Paula Cofrancesco, “the one thing I am going to have to insist though is that if anybody asks if Anthony M was allowed to stay on doing clerical or closet organizing work, that is not put on me and that it is that I saw (sic) the advice of you and Dave and you guys made the decision. Because that is how it happened and I want to make sure that is how it was relayed. I asked about labor laws, etc. and you guys both made the decision for me . . . if I hear that I made a singular decision about any of this . . . I will need to correct the record. . . you and I both know . . . that I came to you every step of the way. And so I wouldn’t want anyone to think that I even made the decision. It was yours and Dave’s [David Merriam’s] and I followed the instructions. If you would please text me so that acknowledge receipt of this, that would be wonderful.” An hour later the First Selectman replied in a text “OK. I get it.”

reasonably should have known, that Mastrangelo was continuing to provide babysitting services for families in the community.³⁵

First, we note, and the First Selectman acknowledged, that there was no legal impediment to Mastrangelo's being summarily terminated. The Town of Bethany Personnel Manual (rev'd June 2023) specifically provides that "Town of Bethany employees understand that their employment with the Town is 'at-will.' Therefore, their employment may be terminated by the Town at any time . . ."

Second, despite her denials, multiple witnesses confirm that the First Selectman had been informed no later than December 23, 2022 about the details of the Mastrangelo allegations and was aware that both DCF and the Connecticut State Police were investigating claims that Mastrangelo had sexually abused a minor child.

Third, even if the First Selectman's claim that she was unaware of the details of the December 2022 investigation is credited, it is not the case, as she has continued to assert, that assigning Mastrangelo to work in the basement office of Parks and Recreation eliminated the risk he might pose to children in and around the Bethany Community School and the Parks and Recreation Annex. Various witnesses reported that they had seen Mastrangelo walking unescorted both inside and outside of Town Hall, and on at least one occasion walking on the access road to the elementary school. Further, the nature of Mastrangelo's work in the Parks and Recreation office gave him access to information about the children he had allegedly assaulted, such as the days and times of programs in which they were currently enrolled.³⁶

Fourth, whatever her actual knowledge on December 22 and 23, 2023 of the specifics of the allegation, the First Selectman conceded that she knew that DCF had opened an investigation into a claim that at least generically involved "abuse or neglect." Even if that was the full extent of her insight, the First Selectman has not provided a credible or coherent explanation as to why she chose to subordinate her obligation to protect the safety of Bethany's children to her claimed uncertainty about the specifics of the Mastrangelo allegations. Any concerns she might have had about prematurely terminating an at-will employee should not have outweighed her responsibility to protect the safety of the community.³⁷

While we cannot definitively assess the actual reason for the First Selectman's inaction, it is clear that even her closest advisors were troubled by her failure to promptly terminate Mastrangelo and advise the community of the nature of the allegations. The following excerpt from a text exchange

³⁵ Text messages and emails reveal that the Parks and Rec staff knew that Mastrangelo was providing babysitting services to at least one child enrolled in the program even after he had stopped acting as a counselor for the program. **See Appendix J.** Additionally, during her interview with the investigative team, the First Selectman admitted that she knew Mastrangelo provided babysitting services for at least one child and stated that "it was kind of known that he had been." When asked if the First Selectman considered informing the family she knew to be using Mastrangelo as a babysitter, she responded that it was their "personal choice" to use him and she "didn't want to slander anyone."

³⁶ **See Appendix K,** illustrating that Mastrangelo had access to rosters.

³⁷ In her interview, the First Selectman repeatedly cited concerns about wrongful termination or defamation suits as her reasons for not terminating Mastrangelo. We have previously pointed out the at-will nature of Mastrangelo's employment and the First Selectman's plenary authority pursuant to the Town Charter to terminate him at her discretion. Further, the First Selectman's apparent conclusion that the potential for a defamation lawsuit took precedence over the safety and security of Bethany's children is unsupportable, especially in light of Mastrangelo's accepting without objection his termination by Superintendent Byrd. Finally, when asked why she never consulted the Town Attorney regarding these legal considerations, the First Selectman responded that she "never thought of it."

between the First Selectman and a close advisor in June 2024, following Mastrangelo's arrests, exemplifies Cofrancesco's unwillingness to accept those concerns even at that late date:

Advisor: You also need to come to it, he did this. And be more sympathetic to the victims.

Cofrancesco: Are you absolutely sure??? I am sympathetic with the victims.

Advisor: There is no way, at what part of this isn't true?

Advisor: People are asking their kids about Anthony . . . Janice [Howard] will be getting some calls about Anthony giving the kids back rubs.

Cofrancesco: She's never witnessed any back rubs, but she'll check with Anthony C.³⁸

Advisor: Well, he did it to my girls, I've seen it. I would believe the mothers when they call.

Advisor: It's not a good look to not believe the children.

In July 2024, in the immediate aftermath of Mastrangelo's May and June arrests and the public furor the arrests sparked, another advisor sent the following email to the First Selectman at the conclusion of a public meeting concerning the Mastrangelo arrests:

Not going to lie last night was a lot worse than I anticipated . . . I'm really disappointed that you didn't come to the meeting with answers . . . That would have really gone a long way and make it look like you had control of the town, control of the Parks and Recs. A timeline of everything, etc. . . . I really think you need to rethink your strategy here and do what is right for the town. Transparency is key. Deflecting is not.

Whether her response to the abuse crisis resulted from uncertainty about the Town's personnel policies, a desire to deflect responsibility, indifference to the victims, or fear of straining ties with family and friends, the conclusion is inescapable that the First Selectman defaulted in her obligations to promptly remove Anthony Mastrangelo from Town employment and "come clean" with the Bethany community about the allegations against him, the status of the ongoing investigations, and the Town's efforts, if any, to enhance the Parks and Recreation Department's safety and training policies and procedures.³⁹

The First Selectman's indifference to the potential risk posed by Mastrangelo was identified immediately by Janice Howard. According to Howard's notes, in early January 2023, "PC [Paula Cofrancesco] seemed very unconcerned and said there's nothing to report so do, write and say nothing." Howard further reports that in late January–early February 2023 "PC and DM [David Merriam] were still aware that AM [Anthony Mastrangelo] was working some office hours and expressed no issue. PC didn't seem to understand why I'd still be asking. Almost seemed annoyed that I was, which wasn't helpful to me."

³⁸ Anthony C is Anthony Cofrancesco, a full-time Parks and Recreation employee who worked closely as a counselor with Anthony Mastrangelo. He is the nephew by marriage of Paula Cofrancesco and resigned, under threat of termination, in October 2024.

³⁹ Both legal and crisis communication experts agree that the fundamental obligation of a leader, whether in the public or private sector, is to keep the community informed of any ongoing crises that may impact the public at large. In **Appendix L** we provide excerpts from various publications that emphasize the critical importance of open communications with a leader's constituencies, especially in matters involving sexual abuse, where rumor and innuendo can quickly outrun the actual facts. For example, the headline of one article urges, "Don't Wait to Communicate about Sexual Assault. Prepare and share what your institution is doing to prevent incidents, educate community members, increase awareness, and respect students. Repeat" (www.case.org/resources/dont-wait-communicate-about-sexual-assault).

In March 2023 Howard noted that “during this time period DM [David Merriam] mentioned that this case was moved from DCF to the police department. I told PC immediately about this update. When asked if there was anything different that I was supposed to do at this point they both said no. There was nothing to report, say or write as this was an active investigation and I was to await a call from the police.”⁴⁰

Equally concerning are the reports from various staff and advisors that the First Selectman’s initial response to the disclosure of the Mastrangelo arrests was to “circle the wagons.” While she denies it, multiple Town officials who attended a management meeting immediately following Mastrangelo’s arrests confirm that she demanded that they “have her back.” They were also told that with respect to Anthony Cofrancesco and Janice Howard, who would eventually be subject to termination hearings, “It is their heads or mine.”

2. Failure to implement basic safety policies

Despite multiple opportunities between December 2022 and June 2024, the First Selectman failed to initiate a comprehensive review of the Parks and Recreation Department safety and training policies and procedures and to implement very basic and cost-effective security protections.⁴¹ Frantic efforts to undertake such a review and to adopt updated security protections did not occur until Mastrangelo’s five arrests were announced by the Connecticut State Police in late June 2024.

The key training and safety policies that are customarily employed in well administered municipal after-school and summer recreation programs are identified in detail in Part Five. The most basic of these involve background security checks of personnel, installation of security cameras, and staff training on identifying and reporting potential sexual abuse. As outlined below, the First Selectman repeatedly rejected recommendations that these measures be adopted.

The Parks and Recreation Department’s almost complete absence of training and safety policies is confirmed in the September 2024 e-mail exchange between Town Counsel Vincent Marino and the First Selectman’s Administrative Assistant, Jennifer Cafasso. Marino was seeking responses to the Office of the Child Advocate’s July 25, 2024 subpoena, which asked for “The Town’s Park[s] and Recreation Department’s policies and procedures, including the Rec Room program and Rec Summer Camp Program.”

Ms. Cafasso, who undertook an inspection of the Parks and Recreation office and a review of the office files and documents, responded, “The conduct [Code of Conduct] was not expanded on, and past years there were random sheets found with signatures (I have all of 2024) . . . Until July, we have no other written policies other than a printed out sheet from what appears to be a website about sexual harassment . . . There were no background checks until 2024. If there were I do not have any paperwork to substantiate the claim. . .”

⁴⁰ David Merriam indicated that any instructions he had given about not discussing the investigation were limited to not disclosing identifying information involving the child victims; the instructions were not intended as a blanket directive to not discuss the fact of the investigation or any potential personnel or policy considerations that might arise from the investigation.

⁴¹ Documents reveal that despite the First Selectman’s failure to immediately respond to the December 2022 investigations of Mastrangelo, the Director of Parks and Recreation, Janice Howard, was independently seeking information on staff training and security. In January 2023 she engaged in correspondence with “Protect Youth Sports,” a service that provides screening and child-safety training. See **Appendix M**.

3. Failure to approve installation of security cameras

The evidence is indisputable that on multiple occasions the First Selectman rejected recommendations that security cameras be installed and background checks be instituted.

According to Janice Howard's memo, "in March 2023 I continue to ask PC why we haven't gotten cameras at the annex. She had been asking since shortly after it opened for Parks and Rec. She continues to say they are not necessary." Ms. Howard also notes that Nick Poulmas, Chair of the Parks and Recreation Commission, "asked at least for a panic button because we have no way to alert a need for help quickly. Both PC and DS [Director of Facilities] made their official statement 'no.' Not only am I and a p/t employee down here by ourselves for large portions of the day. More importantly, our children and seniors are here and should have special consideration (or at least the consideration that employees and visitors to the building have upstairs). More than disappointing. Irresponsible."

Despite the First Selectman's resistance to installing security cameras, Howard continued to insist that they be installed in the Annex. In August 2023 Howard "spoke with PC and DS about cameras in the annex . . . I specified that we wanted them not only outside of the building but inside each room and the hallway. DS said he'd do the wiring but had no money for the cameras . . . I later went up to PC and asked her to please talk to DS about the importance of those cameras. I'd speak to him myself, but I wasn't allowed to talk with anyone about this situation."

Later, on June 30, 2024, shortly after Mastrangelo's arrests, Howard wrote to Cofrancesco:

Requests for cameras downstairs at the Town Hall, in hallways and rooms at the annex, and outside the annex have been made by various members of our department for years. We, too, would like an answer and timeline as we have concerns on many levels . . . if it is a matter of funding, Parks and Recreation came in under budget for Salary cost center for FY2023/2024. If this is not an option for funds, I will use the money from other cost centers and do without related supplies/programming to get this accomplished asap as we have felt it imperative.

The First Selectman contends that she approved the wiring of the Annex for the installation of security cameras. No other Town employee has supported this contention, and in fact numerous employees have directly disputed it. The wiring for the cameras in the Annex was installed while the building's windows were being updated—an update that came after the Town received a grant for the project. Because the area where the wiring needed to be installed was already under renovation, and it would come at no additional expense to do the installation, Town administrators, unbeknownst to Cofrancesco, authorized the wiring despite Cofrancesco's objections to installing cameras. Even though the wiring was completed in the summer of 2023 the cameras were not installed in the Annex until a year later, in July 2024, following Mastrangelo's arrests. Janice Howard's May 29, 2024 e-mail (5 days after Mastrangelo's first arrest) to the First Selectman again urged installation of security cameras. "I know we've spoken about cameras on several occasions, including yesterday and when we were discussing the annex renovations last spring. If financing is the concern, please speak to me so I can identify if funds can be made available from my budget to purchase them."

4. Failure to authorize background checks

The evidence is clear, and not contested by the First Selectman, that she resisted requests to implement background checks on Parks and Recreation employees and Bethany Hoops referees. Janice Howard's memo describes her efforts to implement background checks, her frustration with the First Selectman's objections and her decision to implement them anyway without the knowledge of the First Selectman:

During this same period (April/May 2023) I revisited background checks with PC (from the previous year) who still maintained that I am not given authority to do them as they are unnecessary . . . Ironically because I didn't agree with PC's stance on background checks I arranged to start using CIAC refs for Bethany Hoops in 2022/2023. I paid a little more for them, but they were good AND had background checks automatically done . . .

Without approval from Paula I began to revisit my research on resources for checks, spoke with other coaching entities to see who they might be using . . . I decided then that I was going to begin the checks in the upcoming FY whether PC approved or not, and I would pay for them out of either Program or Summer Camp funds . . . In my mind this just had to be accomplished and I'd take the heat from PC when the time came. In order for PC not to stop the process I didn't increase my budget request 24/25 to cover the checks. I just wanted this done and would pay for it myself if necessary . . . May/June 2024 told PC I'm doing the checks. Now she's making it sound like she was with me all along. Not the case, but that's ok. I know what's right."

5. Failure to direct a review of Parks and Recreation training and safety policies

The First Selectman had multiple opportunities to address the serious safety and training shortcomings of the Department of Parks and Recreation. For a period of approximately eighteen months from the beginning of the initial investigations in December 2022 through May and June 2024 when Mastrangelo was arrested, the First Selectman was inattentive, despite multiple warnings, to the almost complete absence of any meaningful training and child-protection safety practices within the Department.

We have failed to identify any memo, e-mail, or other documentation indicating that the First Selectman saw the Mastrangelo allegations and investigations as an opportunity to review Parks and Recreation Department safety policies. The First Selectman insisted that she was preoccupied with addressing significant problems in other Town departments and that Director Howard failed to bring these issues to her attention. That explanation, however, fails to explain why the significant warning flags raised by the Mastrangelo investigations went unheeded, even when known to her in 2022 and 2023. In Part Five and the related appendices we identify the best practices for the training of employees and administration of Parks and Recreation programs.

6. Failure to respond adequately to public concerns

The First Selectman's text and e-mail exchanges with her advisors reveal that despite knowing that Mastrangelo was first arrested on May 24, 2024 and would be subject to additional arrests, she was not prepared to respond to the inevitable crisis that would follow public announcement of his arrests. A flurry of e-mails and texts in the days and weeks following Mastrangelo's May and June arrests reflects the sudden urgency the First Selectman and her advisors felt to respond to the breaking news. These efforts included attempts to obtain policies and procedures from other

municipalities, lobbying and policy organizations, and the Town’s insurance carrier.⁴² They also included the First Selectman’s effort, initiated on July 24, 2024, to remove Janice Howard and Anthony Cofrancesco from their positions with the Parks and Recreation Department.⁴³

On June 24, 2024—the date on which Mastrangelo was arrested on four warrants—the First Selectman and Janice Howard had the following text exchange:

Cofrancesco: It’s out now [sad face emojis]

Howard: Ugh we knew it was a matter of time.

Cofrancesco: I’m going to have Vin [Town Counsel Vincent Marino] put together some type of statement. Don’t talk to anyone. Anthony too.

A July 1, 2024 text exchange with her legal counsel reflects the sudden urgency the First Selectman felt to respond to community outrage about Mastrangelo’s arrests:

Cofrancesco: I need to move now and not later. . . I told her [Janice Howard] to draft something, and we can review. Hopefully not take 4 hours. . . We are getting the shit kicked out of us on Facebook because they have not gotten a response from P&R.⁴⁴

E-mails indicate that questions regarding safety policies that should have been asked as early as December 2022, if not sooner, were being raised urgently following public disclosure of Mastrangelo’s May and June 2024 arrests. On July 2, 2024 the First Selectman is seeking Howard’s answers to basic questions:

Cofrancesco: Have you done background checks on coaches previously? Or is something new? Have counselors signed off on the Code of Conduct every year? Going back how far?

Howard: Though I requested that going back various years and reiterated it last year I do not believe he (Anthony Cofrancesco) can produce those signed documents. I have already spoken to him about following my directive completely especially as they were made to him in the company of our chairperson. Also told him he must improve his filing system so that documents are readily located and produced.

Cofrancesco: What’s covered in the orientation?

Howard: I have requested a full list from him and I’ll send it to you as soon as I receive it. I know he goes over code of conduct sexual harassment, blood-borne pathogens, first aid . . . And just so you know Anthony is now required to keep all of the signed documents now either in my desk drawer or the file cabinet that’s next to my desk. Because I want to see them every minute I am here.

We conclude that the First Selectman’s response to the unfolding Mastrangelo crisis was “too little, too late,” and her responses to community concerns and questions were often less than candid. Attempting to explain why Mastrangelo was not immediately terminated in December 2022, she wrote to Attorney Marino on June 28, 2024, “He was put on leave as we had no reason for termination, and the individual has been let go.” Those assertions are demonstrably inaccurate.

⁴² For the sake of brevity we have included in **Appendix N** the e-mail exchanges and documents that reflect the urgent effort to obtain model safety policies and procedures for the administration of the Parks and Recreation programs for children.

⁴³ We cannot determine whether removal of Howard and Anthony Cofrancesco was the result of the First Selectman’s alleged comment that “it’s their heads or mine,” which she denies, or rather, as she insists, the first step in restructuring the Parks and Recreation Department.

⁴⁴ The full text of this exchange is located in **Appendix O**.

Mastrangelo was never put “on leave,” remaining a part-time employee of Parks and Recreation until late June 2023. Despite her claim that she had “no reason for termination,” none is required under the Town Charter, given Mastrangelo’s status as an “at-will” employee. Even if a basis for termination had been required, the First Selectman had more than sufficient grounds to remove him as an alleged sexual abuser of minors subject to multiple investigations.

B. Failures by the Connecticut State Police

The timeline establishing the dates of the CSP and DCF investigations and the conclusions to be drawn from them are well documented (see **Appendix F**). We conclude⁴⁵ that probable cause for Mastrangelo’s arrest as to Victim #1 was established by mid-January 2023, and probable cause for the arrest of Mastrangelo for charges arising out of the alleged assaults of Victims #2, #3, and #4 was firmly established by the end of March 2023. Those investigations then remained in an apparent state of suspended animation until May 2024, with the exception of brief interviews conducted in May, 2023, when an irate mother demanded an immediate investigation and initiation of criminal proceedings arising out of Mastrangelo’s alleged assault of her daughter, Victim #5.

The unexplained failure of the Connecticut State Police to urgently seek arrest warrants in early 2023, combined with the First Selectman’s failure to notify the community of the investigations, likely allowed Mastrangelo to commit a fifth alleged assault of a child in the spring of 2024. Had the parent of the fifth victim not vehemently insisted in May 2024 that the Connecticut State Police initiate criminal proceedings, it is not clear that the State Police would have sought Mastrangelo’s arrests on any of the four allegations it had investigated fourteen to eighteen months earlier.

In the course of our investigation, we attempted to gain insight into this seemingly inexplicable delay, requesting that Colonel Daniel Loughman, Commanding Officer of the Connecticut State Police, and the State Police Legal Affairs Department provide an explanation and access to the Mastrangelo investigative file maintained by the State Police. After consultation with the New Haven State’s Attorney, who is prosecuting the Mastrangelo cases, Colonel Loughman denied both requests, citing an “ongoing criminal investigation and prosecution.” See **Appendix P** for copies of our request and the response by Colonel Loughman.

We are unaware of the substance, scope, or target(s) of the “ongoing criminal investigation”, and whether that investigation involves potential additional allegations against Mastrangelo, the conduct of the investigation itself or potential interference with the prosecution of Mastrangelo. Notwithstanding the legitimate interest of law enforcement and prosecutors in maintaining the integrity of their investigations and prosecutions, the need for a candid and public explanation for the delay in seeking Mastrangelo’s arrest is particularly acute because, as the mother of Victim #5 argues, if Mastrangelo had been arrested in 2023 the assault of her child in May 2024 would likely not have occurred, and the trauma to the Bethany community arising out of this sequence of events, would likely have been minimized.

⁴⁵ Judge Holzberg has significant experience evaluating whether probable cause exists for an arrest, having served, prior to his appointment to the Bench in 1990, as a criminal defense attorney and for 23 years as the presiding Judge in Middlesex, New Britain, and Waterbury judicial districts, where he reviewed thousands of arrest warrants, many involving allegations of sexual assault. Almost without exception, investigations of alleged sexual assault receive the highest priority from law enforcement and prosecutorial authorities.

We emphasize that the apparent failure of the CSP to promptly seek Mastrangelo's arrest is not an explanation or justification for the failures of the First Selectman. Each had an independent responsibility to address the issues raised by the Mastrangelo allegations. We note also that the First Selectman has publicly claimed on several occasions to have herself demanded answers from the CSP as to the delay in the arrests of Mastrangelo, going so far as to say that she had requested a meeting with the CSP on the issue. See **Appendix Q** ("Also, I am meeting with a representative from the State Police in the immediate future. I will be demanding that the State Police commence an internal investigation into why it took so long for them to complete this investigation.") There is no record of the First Selectman's attempts to engage in such a dialogue with the CSP. When asked in an interview about this topic, the First Selectman replied that no one at CSP had responded to her e-mail. When asked if she could produce an e-mail requesting this meeting, the First Selectman admitted that there was no such e-mail; rather she had requested the meeting with CSP by "putting it out there" at the Town meeting.

C. Failures by the Director and staff of the Parks and Recreation Department

With the news breaking, what changes has Park and Rec done to effectively negate this situation from happening in the future . . . we want to make sure our girls security is foremost. What proactive steps have been taken? What measures are being placed or have been placed for counselor student interaction . . . Are cameras installed or other security measures? How do we communicate with our children that their environment is safe when it obviously has been corrupted. These are the questions that are weighing on me and the fact we have had no communication of the steps taken to prevent this from happening in the future are concerning . . .

—June 29, 2024 e-mail from a parent to Janice Howard and Anthony Cofrancesco

The photographs of the Parks and Recreation office in the basement of Town Hall, taken by a member of our team in October of 2024 (see **Appendix E**), reveal an office in a state of administrative disarray, with no central filing or record-keeping system. One witness observed that the office chaos is reminiscent of a college dormitory room, not a professionally administered Department. Papers and files were strewn about on the floor, stuffed into desk drawers, and piled on top of radiators. Basic information such as parents' payment history and employee time sheets could not be located by us, as had been the case when Town personnel were charged with inspecting the Parks and Recreation Department office following Mastrangelo's arrests in May and June 2024.⁴⁶ No paper or electronic personnel files of any Parks and Recreation employee, including Mastrangelo, were located by us or by Administrative Assistant and Human Resource Administrator Jennifer Cafasso after a search of all Town offices and files.⁴⁷

Perhaps more critically, our investigation revealed an almost total absence of written hiring, training, and supervision policies and practices for the before-school, after-school, and summer camp programs administered by the Town. While there was an annual "briefing" of employees at the beginning of each summer camp session, the subject matter and content of that briefing, and

⁴⁶ Our interviews with current Town employees revealed that these issues are not unique to the Parks and Recreation Department. The complete absence of modern fiscal and data management and record-retention systems exemplifies the deficiencies the First Selectman encountered upon taking office in 2019.

⁴⁷ In response to a Freedom of Information request seeking Mr. Mastrangelo's time and employment records, she assembled an electronic personnel file based solely on payroll records maintained by the Town's payroll vendor.

the names of the presenter(s) and participants prior to 2024, are largely undocumented. There is no evidence that recreation staff and counselors underwent formal training in identifying sexual abuse, in mandated-reporting obligations, or in appropriate interactions with children. While CPR training was provided at the Town Firehouse, no cumulative file of CPR certifications received by Parks and Recreation employees was discovered by Ms. Cafasso or our team.⁴⁸

Our investigation determined that Anthony Mastrangelo’s interactions with children had been noticed by and become a source of concern to fellow counselors and some parents. Hired in 2015, Mastrangelo displayed uncomfortable behaviors that were noticed by co-workers as early as 2018. Fellow counselors observed, but did not report,⁴⁹ that Mastrangelo rubbed children’s backs, allowed them to sit on his lap, and stretched out on the couch in the Annex with them. One parent was so concerned about his interaction with children that she took a photograph of his license plate. Some female counselors were disturbed by Mastrangelo’s lack of boundaries in his interactions with them. These concerns were reported to his co-workers and nominal supervisors, Anthony Cofrancesco and Nicholas Bottone, who did not intercede with Mastrangelo or refer the concerns to Director Janice Howard.

We also point out that the Parks and Recreation Department lacked basic accounting practices. Collection of fees was inconsistent; parents were often confused about their payment history; and ledgers were not maintained.

D. The Parks and Rec Commission

You couldn’t pay people to be on these boards and commissions . . . it was a thankless task.

—Past Commission member

The Town of Bethany’s Administrative Codes §§59-1–59-6, inclusive, govern the Parks & Recreation Commission. The Codes provide, in part that “[t]he Commission shall be composed of up to seven persons appointed by the Board of Selectmen”; “[a]ppointees to the Commission shall serve two-year terms and may thereafter be reappointed”; “[t]he Commission shall have the powers given to it by statute and, in addition, shall work with existing organizations interested in recreation and shall use its best efforts to develop and encourage recreational programs to meet the needs of the community”; and “[t]he Commission shall render an annual report to the Town of its doings.”

Based on these provisions we conclude that the Parks and Recreation Commission is authorized to provide oversight to the Director of Parks and Recreation and to assist in developing, implementing, and overseeing Department programming. Our review of the minutes of the former Commission meetings indicates that the Commission that served from June 30, 2022 to June 30, 2024 met only occasionally, exercised little if any oversight over summer and after-school programming, was largely ignored by both the First Selectman and the Director of Parks and Recreation, and played virtually no role in responding to the Mastrangelo allegations.

⁴⁸ Former counselors recollect that the CPR training was optional for all staff other than head counselors.

⁴⁹ In this case “report” refers to a report made to DCF or other legal entity. Some counselors recollect sharing with Parks and Recreation supervisors their discomfort with the nature of Anthony Mastrangelo’s interactions with female campers. The counselors were unable to confirm whether their supervisors ever intervened with Mastrangelo or brought their concerns to the Director or the Office of the First Selectman.

One Commission member acknowledged that the Commission engaged in very little monitoring and guidance; its role primarily consisted of scheduling events. The Commission convened infrequently and only at the behest of Janice Howard, as she deemed necessary.

The Commission meeting minutes reflect its irregular schedule. Only one meeting was held in 2021, none in 2022, three in 2023, and none in 2024 until new members were appointed to the reconstituted Commission. This stands in stark contrast to the six meetings held by the newly appointed Commission between September and November 2024.

PART FIVE RECOMMENDATIONS

The deficiencies in Town management practices and Parks and Recreation training and programming policies become more glaring when they are compared with widely available policies adopted by other Connecticut towns. A sampling of these policies are contained in **Appendix R**. While some of these materials are not directly applicable to municipally run summer camps⁵⁰, they nevertheless provide valuable resources for identifying best practices and options for consideration by Town leadership and families.

The Town has recently hired a new Director of Parks and Recreation; she brings a wealth of relevant experience and expertise to her assignment. Based on our conversation with her, we are confident she is committed to implementing the reforms necessary to protect the safety and welfare of Bethany children enrolled in the various programs administered by the Department. We are also confident that in a departure from past practices she will work collaboratively with the newly appointed Parks and Recreation Commission, and that the Commission itself will be a more engaged and active participant in implementing best practices and procedures for the Department and its staff. Bethany parents with whom we have spoken are all hopeful that summer camp and before-school and after-school programs will continue to be offered by the Town.

Summer and After-School Programs

Based on our assessment of the multiple safety and programming deficiencies identified in our investigation, and our review of current summer camp best practices, we encourage Town officials to adopt the following critical safety components:

- Supervision policies: guidelines for staff interaction with children, including restrictions on physical contact;
- Personnel policies: identifying the qualifications for supervisors and counselors; hiring and disciplinary practices; and mandatory background checks;
- Reporting requirements: mandated-reporter training as required by State law and training to assist counselors and supervisors in identifying potential abuse;
- Implementation of meaningful and specific codes of conduct for staff;

⁵⁰ For example, the Office of Early Childhood and applicable statutes and regulations provide detailed requirements for the licensing of private summer camps. Although we recognize the legitimate need of the Town to consider the cost and administrative burden of adopting obligations imposed on private camps, these requirements nevertheless provide a very helpful tools for prioritizing and evaluating those revisions to the Town's recreation programs that are reasonable under all circumstances. The relevant statutory and regulatory obligations of private camps can be found in **Appendix R**.

- Safety training, including CPR and water safety practices;
- Specific and unambiguous confidential mechanisms for reporting suspected abuse;
- All new policies and procedures should be published on the Town website, and a handbook should be assembled and provided to all Parks and Recreation staff and counselors.

To assist the Town in implementing updated policies we have assembled in **Appendix R** the following documents:

1. The Connecticut Office of Early Childhood’s sample policies for licensed childcare providers.⁵¹
2. The Connecticut Interlocal Risk Management Association (CIRMA) publication on “Sexual Abuse at Summer Camp,” which offers key recommendations and action items.
3. Various Connecticut⁵² General Statutes that cover background checks; Connecticut agencies’ regulations that address licensure procedures, are relevant to staffing and consultants, and provide standards for record-keeping.
4. Policies and procedures of other Connecticut towns located in **Appendix R**, including Southbury’s Parks and Recreation “Minor Abuse Prevention Policy”; Coventry’s Parks and Recreation “Child Abuse & Neglect Policies & Procedures”; Montville’s “Abuse Prevention Policy”; and Glastonbury’s Parks and Recreation guidance on recognizing and responding to child abuse and neglect.

Record-Retention and -Preservation Policies

As we have previously noted, the Parks and Recreation Department (and quite possibly other Town departments) lacks the basic record-retention and preservation policies required under State law. Electronic communications on Town-issued telephones and laptops have been deleted. These deletions, whether purposeful or unintentional, violate State law.⁵³ In addition to adopting written policies and procedures governing Town records, Bethany should institute mandated training for

⁵¹ Municipally run programs do not share the same requirements as private programs, which must be licensed in the State of Connecticut. The sample policies provided by the Office of Early Childhood nonetheless offer helpful information on best practices. First Selectman Cofrancesco testified against proposed legislation that would impose privately owned summer camp mandates on municipally run summer programs. See **Appendix S**.

⁵² Although the statutory mandates imposed on private programs do not apply to municipal camps, those statutes and regulations provide a comprehensive list of safety measures and specific protocols that the Town should carefully consider.

⁵³ E-mails are “public records” subject to disclosure under the FOIA if the content of the e-mails relates to the conduct of the public’s business (*Wojtas v. Town of Stonington*, #FIC 2014-309 [April 22, 2015]; *Weeks v. First Selectman, Town of Canterbury*, #FIC 2004-323 [July 13, 2005]). Text messages concerning public business are also covered by the FOIA (cf. *Smith v. Town Administrator, Town of Putnam*, #FIC 2012-564 [August 14, 2013]). Text messages in connection with conducting town business are likewise subject to disclosure under the FOIA (*Terry v. Member, Newtown Board of Education*, #FIC 2015-544 [September 28, 2016]).

As public records subject to the FOIA, e-mails and text messages must be preserved. Several statutes limit—and/or prohibit—the destruction of public records. (See Connecticut General Statutes §7-109 and Connecticut General Statutes §11-8(b)): no public record may be “removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules and regulations adopted by the State Library Board”). The Connecticut State Librarian has developed schedules stipulating how long public records (including electronic records such as e-mail) should be retained. These schedules, as revised from time to time, are available through the State Library/Public Records Administrator and the Library’s website (<https://www.ctstatelibrary.org/publicrecords>).

its employees with respect to their statutory obligations to maintain and preserve Town records and written and electronic communications.

Personnel Files

We have previously noted the Town's failure to maintain accurate and complete personnel files. Efforts to correct this deficiency have been undertaken and should be considered a priority.

Mandated-reporter and sexual harassment training

To address the need for regularly scheduled training for mandated reporters as well as state-required training on preventing sexual harassment, we suggest that the Town take advantage of the training sessions available online at little or no cost.

Accounting and Fiscal Controls

The Parks and Recreation Department should implement basic budgeting and fee collection practices to assist parents in their budgeting and the Town in tracking revenues and expenses.

CONCLUSION

Although the conditions, practices, attitudes, and decision-making our investigation uncovered were undeniably disturbing, we are confident that these findings provide the Town of Bethany an opportunity to undertake changes in governance that will benefit all of its residents and enhance the safety of its children.


We appreciate the cooperation of the many public and private citizens who spoke with us, their willingness to share their observations and concerns with us, and the opportunity we have been provided to assist on this important project.

TABLE OF APPENDICES

- A. Lists of Persons Interviewed**
- B. Janice Howard’s Timeline and Summary**
- C. Investigation Team Biographies**
- D. Map of Bethany Town Hall, School, and Annex Building**
- E. Photographs of Parks and Recreation Office**
- F. DCF and CSP Investigative Timelines**
- G. DCF Form 136**
- H. Superintendent Byrd’s Memo to Board of Education**
- I. Anthony Mastrangelo Affidavits and Arrest Warrants**
- J. Text Messages to Parks and Rec Phone**
- K. E-mail from Mastrangelo to Anthony Cofrancesco with Sign-Up Sheet**
- L. Importance of Communication: Excerpts**
- M. Janice Howard Communication with Protect Youth Sports**
- N. E-mail Exchanges Demonstrating Urgent Effort in Town Hall**
- O. Text Messages Between Paula Cofrancesco and Town Counsel**
- P. Request to Colonel Loughman**
- Q. Paula Cofrancesco’s Public Claims Regarding Connecticut State Police**
- R. Collection of Sample Summer Camp Policies, Trainings, Regulatory Obligations**
- S. Paula Cofrancesco’s Opposition to HB 6574, An Act Concerning Municipal Youth Camps**

APPENDIX A

LIST OF PERSONS INTERVIEWED

- | | | |
|-----|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1. | Paula Confrancesco | First Selectman, Town of Bethany |
| 2. | Kai Byrd | Superintendent of Schools, Town of Bethany |
| 3. | Robert Brinton | Board of Selectman, Town of Bethany |
| 4. | Gina Teixeira | Board of Selectman, Town of Bethany |
| 5. | David Merriam | Admin. Lieutenant, Bethany Resident Trooper's office |
| 6. | Gwaina Wauldon | Legal Director, Legal Affairs Unit Department of Emergency Services and Public Protection |
| 7. | Brian Fournier | Counsel for Nick Bottone |
| 8. | John Gulash | Counsel to Anthony Mastrangelo |
| 9. | Max Friedman | Research Manager, CT Conference of Municipalities |
| 10. | Nicolle Vigneron | Town of Bethany Parks and Rec Director |
| 11. | Marybeth Miller | Staff Attorney, Office of Early Childhood (e-mail exchange) |
| 12. | Susan Hamilton | Legal Counsel, Department of Children and Family Services (e-mail exchange) |
| 13. |  | Parent of Victim |
| 14. | | Parent of Victim |
| 15. | | Parent of Victim |
| 16. | | Parent of Victim |
| 17. | | Parent of Victim |
| 18. | | Town Employee |
| 19. | | Town Employee |
| 20. | | Town Employee |
| 21. | | Former Town Employee |
| 22. | | Former Parks & Rec Employee |
| 23. | | Former Parks & Rec Employee |
| 24. | | Former Parks & Rec Employee |
| 25. | | Parks & Rec Commission Member |
| 26. | | Former Parks & Rec Commission Member |
| 27. | | Parent of Child in Parks & Rec Program |
| 28. | | Parent of Child in Parks & Rec Program |
| 29. | | Parent of Child in Parks & Rec Program |
| 30. | | Parent of Child in Parks & Rec Program |
| 31. | | Parent of Child in Parks & Rec Program |
| 32. | | Parent of Child in Parks & Rec Program |
| 33. | Parent of Child in Parks & Rec Program | |
| 34. | Parent of Child in Parks & Rec Program | |
| 35. | Parent of Child in Parks & Rec Program | |
| 36. | Parent of Child in Parks & Rec Program | |
| 37. | Parent of Child in Parks & Rec Program | |

- | | | |
|-----|--|----------------------------------------------|
| 38. | | Parent of Child in Parks & Rec Program |
| 39. | | Parent of Child in Parks & Rec Program |
| 40. | | Parent of Child in Parks & Rec Program |
| 41. | | Parent of Child in Parks & Rec Program |
| 42. | | Parent of Child in Parks & Rec Program |
| 43. | | Community Member |
| 44. | | Community Member |
| 45. | | Community Member |
| 46. | | Community member |
| 47. | | Community Member (Republican Town Committee) |
| 48. | | Community Member (Republican Town Committee) |

APPENDIX B

Timeline:

12/22/2022: I received a call from Kai Byrd first thing in morning that DCF called regarding complaint against AM. Kai provided no other information.

I went up to the Superintendent office to gather any other information about situation. Kai and Dave were there. No other details provided. I asked if I should be contacting DCF directly and they both said “no and that they’d contact me if necessary.”

Contacted AC to tell him to contact AM asap to say that he could not come to Parks and Rec this afternoon with the kids and that he was dismissed until further notice.

Spoke with PC as this was shocking news. She said must not be true. No discussion should take place.

12/26/2022 – 1/6/2023:

Sometime during this time, AM contacted me to see if he was able to do some clerical work/closet organizing since he cannot work with the kids. I asked PC and DM if that was permissible if he worked only during time periods when the children were at school and no youth programming for us and/or BSC was here. Also asked PC if there were any HR protocol/labor laws for terminating employment without case settlement or any direct contact with DCF. No answer received on latter inquiry, but both PC and DM said AM could work here under the conditions mentioned. PC seemed very unconcerned and said there’s nothing to report so do, write and say nothing.

AM was told he could come only under the conditions mentioned and that he and I could not discuss the complaint.

AC and NP were privy to conversations directives from PC and DM.

During portions of January 2023:

Repeatedly checked in with DM and PC to see if either/both had received any information from DCF as I had not. I was upset about this as I would have thought I’d be contacted immediately. Neither had. PC said I should not keep talking about it as no news was good news and there’s nothing else to say on the situation.

AM worked some office/closet organization hours. Kept it under After School only because he was organizing inventory pertaining to Rec Room and AC hour’s were typically the only ones under Office. First 2 pp, I entered AM’s hours on regular timesheet to process payroll. After that time, I thought it would be a more appropriate notation to have AM keep his hours on a separate sheet to distinguish

that he was, in fact, not at Rec Room at all (though hours listed were not during afterschool hours).

Finally received a phone message from LP from DCF sometime in January or maybe even later. She phoned in the afternoon after I had left for the day and left a brief message for me to call her.

I told DM and PC the following morning that I finally received a message, and I was going to return the call. He said to expect that LP would ask questions and provide her with all answers. I did call her back (I believe before noon). She did not answer so I left a message. I hadn't written the date/time of this call as no communication transpired. Reported to both DM and PC that I made the call and left a message.

Spoke with AC and NP a lot about how we not only need to cope with this situation with no feedback from DCF, but to also be sensitive about the fact that several of our counselors have extensive friendships with AM. While we cannot have conversations about allegations, we do need to be available to hear their concerns.

January/February 2023:

I did not receive a follow up call from LP/DCF. Mentioned to PC and DM several times that I was concerned and confused that they hadn't called back. PC said that I wouldn't be concerned, and they'd contact me if they had anything to request.

Checked in periodically with both PC and DM to see if they had heard anything and they had said they had not.

PC and DM were still aware that AM was working some office hours and expressed no issue. PC didn't seem to understand why I'd still be asking. Almost seemed annoyed that I was, which wasn't helpful to me.

Mid-February, I changed the category that AM was under to Office as I wanted to be sure that everyone saw clearly that it wasn't afterschool (though hours indicated still were not during the afternoon timeframe).

March 2023:

Still no word from DCF. Continued to mention that to PC and DM as it made no sense to me that no one would return my call.

AM was still putting some office hours in; both PC and DM were aware.

Sometime during this time period, DM mentioned that this case was moved from DCF to the police department. I told PC immediately about this update. When I asked if there was anything different that I was supposed to do at this point in time; they both said no. There was nothing to report, say or write as this was an active investigation and I was to await a call from the police. To date, other than to hear from Kai that a complaint was made about AM to DCF, I still had no other information.

I'm actually finding this impossible to believe that no one from DCF has made contact me to even confirm that AM has been removed from programming. They had not even confirmed that I received the message from the Superintendent.

March 13, AC and I received an email from JC regarding Risk Assessment Items for CIRMA. I spoke with AC post email to be sure he updated the Code of Conduct for counselors and to be sure he required signatures on it and sexual harassment literature. He replied "will do."

I continue to ask PC why we haven't gotten cameras at the annex. She had been asking since shortly after it opened for Parks and Rec. She continues to say that they are not necessary.

In the past (former and current S) we have also asked for cameras downstairs at the Town Hall to NO avail. Both denied the request.

NP asked at least for a "panic button," because we have no way to alert a need for help quickly. Both PC and DS made their official statement "no." Not only am I and a p/t employee down here by ourselves for large portions of the day. More importantly, our children and seniors are here and should have special consideration (or at least the consideration that employees and visitors to the building have upstairs). More than disappointing. Irresponsible.

End of March/Beginning of April 2023:

DM said that I would not be hearing from DCF. Their investigation ceased and the police would now be picking it up. I was given no reason why but asked if that affected AM being here. He said no. PC said no; he could stay. I asked if communication was necessary or if there was anything different, I was now supposed to do. DM and PC confirmed no. Explanation was still "it's an active investigation."

Tuesday, 4/18/2023:

Received a message from DCF at 4:29pm. She'd like to come to the Town Hall either "tomorrow" (Wednesday) or Friday. "Morning might be better." Heard this message the next morning and am confused again, as DM told me earlier that DCF no longer has the case and wouldn't be contacted me (not that they have communicated well previously 😞)

Wednesday, 4/19/2023:

Spoke with DM to ask why DCF called and should I be calling them back at this time or await the State Police. He said he had no idea why they'd be calling, but to phone them back and answer any questions they may have. I did phone back and scheduled the visit for Friday, 4/21/2023 at 12pm. Told LP what entrance to use at the time as she asked.

Friday, 4/21/2023:

AC found LP wandering outside the back/side of Town Hall and brought her to our office. I was a little curious as my directions were clear. However, I wasn't sure if she was walking near where BCS kids might be and if so, did anyone stop to direct her. I knew our kids weren't out of school at that time so weren't concerned about them. She may have wanted to check out the surroundings, which was reasonable, as well. As I wasn't sure what information she was seeking, she could have been trying to match surroundings with situations. Can't tell because I still had no info.

The meeting was relatively short. I learned nothing at all and just answered questions. Her questions were relatively vague ... 1. Wanted to know if I had seen any (unspecified) questionable behavior. 2. Wanted to know if I received any complaints from parents. 3. Wanted to know if I received any complaints from counselors. 4. Wanted to know if I received any complaints from children. I answered "No" to all 4 questions as I had not received any complaints at all.

LP requested a roster of all of the children in our RR program including child's names and phone numbers. I responded that I am not permitted to distribute that information and that I'd need to confirm whether I could oblige her. She asked again and I answered the same.

I spoke with Dave either that afternoon or the following Monday to confirm whether or not I should release this information to her as she's from DCF. He said "I hope you didn't" and "absolutely not." I confirmed with him that I hadn't and asked if I should phone her back with that answer. He said not to return the call so I did not.

End of April 2023/May 2023:

During this same period, I revisited background checks with PC (from the previous year) who still maintained that I am not given authority to do them as they are unnecessary. (The former P&R director had done rudimentary checks with a sheriff that DG knew, and I continued with that practice until the sheriff retired.) DM shared with me that those checks were relatively worthless.)

Still, I felt extremely uncomfortable with PC's decision on the checks. I spoke with DM who would recognize that this wouldn't have helped in this potential situation as there was a check on AM for BCS interning and subbing that year and, I believe, the year prior. DM said that while the background checks wouldn't necessarily be helpful for minors (often not much is reported to protect them) he thought there was no reason why you shouldn't do them now. I also spoke with LB on the topic (though she didn't know why now) and she thought it was a good idea.

(Ironically, because I didn't agree with PC's stance on background checks, I arranged to start using CIAC refs for Bethany Hoops in the 2022/2023 Hoops

season. I paid a little more for them, but they were good AND had background checks automatically done.)

May

Without approval from Paula, I began to revisit my research on resources for checks, spoke with other coaching entities to see who they might be using, and thought that Protect Youth Sports appeared to check the boxes. On May 9, 2023, I tried to submit a check or two as a sampling, but they kept getting stuck at the email approval stage. I was in contact with this vendor for resolution (but received none) but started to look at others, as well. I decided then that I was going to begin the checks in the upcoming FY whether PC approved or not, and I would pay for them out of either Program or Summer Camp funds. I hadn't added the cost to my budget for FY 23/24, but it didn't matter to me. In my mind, this just had to be accomplished and I'd take the heat from PC when the time came. In order for PC not to stop the process, I didn't increase my budget request 24/25 to cover the checks. I just wanted this done and would pay for them myself if necessary.

July & August 2023:

Spoke with PC and DS about cameras in the annex. If the annex renovation was happening, after long last, now should finally be the time to get the cameras in. I specified that we wanted them not only outside of the building on the corners, but inside in each room and the hallway (obviously not pointed in the direction of either bathroom door). DS said he'd do the wiring but had no money for the cameras themselves during that brief meeting in PC's office. I later went up to PC and asked her to please talk to DS about the importance of these cameras. I'd speak to him myself, but I wasn't allowed to talk with anyone about this situation.

September 2023:

May/June 2024 Told PC I'm doing the checks. Now she's making it sound like she was with me on this all along. Not the case but that's ok. I know what's right.

APPENDIX C



Robert L. Holzberg

Member

90 State House Square • Hartford, CT 06103-3702

T: 860-424-4381 • F: 860-424-4370 • E: rholtzberg@pullcom.com

Robert L. Holzberg, Connecticut Superior Court Judge (Ret.), leads the Alternative Dispute Resolution (ADR) practice at Pullman & Comley, which is comprised of four retired judges and six AAA certified attorney arbitrators. He possesses extensive experience serving as a mediator and arbitrator in complex civil matters in state and federal court including personal injury, employment, construction, environmental, probate, insurance, intellectual property and commercial disputes. He retired from the bench in September 2012 after more than two decades of service as a Superior Court judge.

Judge Holzberg has earned a reputation for his skill in crafting settlements in some of Connecticut's highest profile and most complex cases and is one of the state's most sought-after mediators by both local and national counsel. He is widely regarded as creative and persistent in devising practical solutions to difficult legal problems, and is respected for his ability to establish relationships of trust with counsel and their clients. As an arbitrator, Judge Holzberg brings the same patience, organization and legal and analytical skills that were his hallmark for almost 23 years as a trial judge and he has been consistently recognized for his skills as a mediator and arbitrator. Since 2022, he has been ranked in the Mediators - USA - Nationwide category by *Chambers USA, America's Leading Lawyers to Businesses*. *The Best Lawyers in America* named Judge Holzberg Hartford "Lawyer of the Year" in the area of Mediation in 2018 and 2022; Hartford Lawyer of the Year - 2021 in the area of Arbitration; and Hartford Lawyer of the Year - 2024 in both the Arbitration and Mediation categories. He is equally proud that under his leadership, Pullman & Comley's ADR practice has been recognized for its accomplishments, including as 2023 Litigation Department of the Year - Arbitration and Mediation by ALM/Law.com New England Legal Awards; and as the top ADR provider in New England in 2020 by ALM publications.

Judge Holzberg also has significant experience in leading internal investigations, often sensitive and high profile in nature. He was retained by the Roman Catholic Diocese of Bridgeport to conduct a year long investigation into alleged clerical sexual abuse of minors and the Diocese's response to those allegations. He also led an internal investigation on behalf of one of Connecticut's largest municipalities into alleged failure of city's board of education, teachers and administrators to report alleged student sexual abuse and other misconduct by a teacher.

pullcom.com

BRIDGEPORT	HARTFORD	SPRINGFIELD	WAKEFIELD	WESTPORT	WHITE PLAINS
203.330.2000	860.424.4300	413.314.6160	401.360.1533	203.254.5000	914.705.5355

Robert L. Holzberg

Retired Judge Holzberg was appointed to the Superior Court in 1990 by Governor William O'Neill. While on the bench he served as the presiding judge for civil matters in the Middlesex, New Britain and Waterbury judicial districts. He has received several awards, including the Connecticut Defense Lawyers Association 2019 President's Award for Excellence. In 2018, the Middlesex County Bar Association held a formal recognition ceremony and unveiled Judge Holzberg's portrait to honor his years of service on the bench and acknowledge the respect he earned among the state's top legal officials. He was also honored with the 2011 Connecticut Bar Association's Henry J. Naruk Award, given to a member of the judiciary who epitomizes long-term, dedicated and conscientious service to the community, possesses the highest integrity, and has made substantial contributions to the administration of justice in Connecticut. In 2005 he received the Hon. Robert F. Zampano Award for Excellence in Mediation and in 1998 received the Connecticut Trial Lawyers Association Judicial Award.

Before his appointment to the bench, he was on the faculty of the University of Connecticut School of Law and also served as an Assistant Public Defender in the Office of the Chief Public Defender.

Retired Judge Holzberg is a frequent speaker and author on the topic of mediation and arbitration and internal investigations. He has been an invited speaker on ADR strategies for the Practicing Law Institute, the Connecticut Bar Association, Connecticut Trial Lawyers Association, the Connecticut Defense Lawyers Association and the Hartford County Bar Association.

Practice Areas

Alternative Dispute Resolution

Investigations

Litigation

Bar and Court Admissions

Connecticut

U.S. Court of Appeals for the Second Circuit

U.S. District Court, District of Connecticut

Education

University of Connecticut School of Law, J.D., 1978

B.A., Brown University, 1974

Robert L. Holzberg

Publications

Mediating Complex Multi-Party Disputes
Dispute Resolution Magazine, 09.2024

Notes From the Judge: Keys to a Successful Mediation
Connecticut Law Tribune, 04.01.2021

Alternative Dispute Resolution Mock Mediation of Commercial Landlord and Tenant Dispute
11.04.2020

Pre-Suit Mediation: An Alternative to the Alternative
Connecticut Law Tribune, 12.07.2015

It's 5 O'Clock and the Whistle Blows
Connecticut Law Tribune, 12.16.2014

To Mediate or Not to Mediate - That Is Not The Question
Connecticut Law Tribune

10 Tips For a Successful Mediation
Connecticut Law Tribune, 06.24.2013

Professional Affiliations

Middlesex County Bar Association - past president

Community Involvement

Connecticut Legal Services - former member, Board of Directors

Connecticut Law Tribune - former editorial board member

Middlesex County Bar Association - past president and former member, Board of Directors

Honors & Recognitions

Listed in *Chambers USA, America's Leading Lawyers to Businesses* in the area of Mediators - USA - Nationwide since 2022

Named Hartford "Lawyer of the Year" by *The Best Lawyers in America* in the area of mediation in 2022 and 2024; Named in the area of arbitration in 2021 and 2024

Robert L. Holzberg

Connecticut Defense Lawyers Association President's Award recognizing his outstanding and distinguished service to the bar - 2019

Selected by *The Best Lawyers in America* as the 2018 Hartford "Mediation Lawyer of the Year"

Listed in *The Best Lawyers in America* in the area of mediation since 2016; listed in the area of arbitration since 2017

In 2016, was voted "The Best" Individual Arbitrator by the readers of the *Connecticut Law Tribune*

Selected to the *Connecticut Super Lawyers* list since 2014 in the area of alternative dispute resolution

Professionalism and Civility Award from the Connecticut Chapter of the American Board of Trial Advocates - November 2014

Connecticut Bar Association Henry J. Naruk Award - 2011

Hon. Robert F. Zampano Award for excellence in mediation - 2005

Connecticut Trial Lawyers Association Judicial Award - 1998

*For more about the standards for inclusion in Connecticut Super Lawyers, please see www.superlawyers.com/connecticut/selection_details.html.



Monte E. Frank

Member

90 State House Square • Hartford, CT 06103-3702
T: 203.330.2262 • F: 203.576.8888 • E: mfrank@pullcom.com

Monte E. Frank is the co-chair of Pullman & Comley's Litigation practice. He represents business and municipal clients in the state and federal courts in Connecticut and before administrative agencies on a wide range of matters, using his thirty years of experience to help clients resolve problems as effectively and efficiently as possible. He regularly represents clients in complex and sophisticated business litigation and construction matters, including mediation and arbitration in Connecticut and other states.

Monte is an advocate for democracy reform, working to improve our elections, and bring accountability to government. He serves on the American Bar Association's Advisory Commission to the Task Force on Democracy by presidential appointment. He also brings a wealth of knowledge to gun violence issues. He serves as the chair of the ABA's Committee on Gun Violence. He has successfully presented many resolutions to the House of Delegates, and has worked on amicus briefs to the United States Supreme Court. For many years, he appeared on television, radio and in newspapers for his work on violence prevention, including CNN, MSNBC, NPR, WCBS, *USA Today*, and *The Washington Post*. He has written numerous op-ed pieces on gun violence, coauthoring many with United States Senators and members of Congress that have been published by Connecticut, national and international media outlets, including *The Guardian* and *The Hill*, where he was a contributor. He has also authored numerous op-ed pieces on election reforms in the Hartford Courant and the New Haven Register. He recently served as vice chair of the governor's working group on ranked-choice voting. Monte has lectured at Cornell Law School and has sat on many panels at the Connecticut Legal Conference, the University of Connecticut School of Law, Quinnipiac Law School and The National Council of Bar Presidents.

Monte is an active member of the legal community; serving in leadership roles at both the state and national level. Monte is a past president of both the Connecticut Bar Association (CBA) and the New England Bar Association, and received the John Eldred Shields Professional Service Award. He previously served as president-elect and vice-president of the CBA. He represents Connecticut in the American Bar Association's House of Delegates. In 2018, Monte ran for Lieutenant Governor.

An avid cyclist, Monte competed in cycling races throughout the Northeast and Canada. He represented the United States at the 2013 and 2017 World Maccabiah Games in Israel and has won six medals, including four silver medals and two bronze medals. He founded and led Team 26 on the Sandy Hook Ride on Washington (2013-2019).

pullcom.com

BRIDGEPORT 203.330.2000	HARTFORD 860.424.4300	SPRINGFIELD 413.314.6160	WAKEFIELD 401.360.1533	WESTPORT 203.254.5000	WHITE PLAINS 914.705.5355
-----------------------------------	---------------------------------	------------------------------------	----------------------------------	---------------------------------	-------------------------------------

Monte E. Frank

Practice Areas

Litigation; Labor and Employment Law

Bar and Court Admissions

Connecticut

U.S. District Court, District of Connecticut

U.S. Court of Appeals for the Second Circuit

Education

Cornell Law School, J.D., 1993

Cornell University, B.A., *magna cum laude*, 1990

Professional Affiliations

Governor Lamont's Ranked-Choice Voting Working Group - Vice Chair

Connecticut Bar Association - past president; Federal Judiciary Committee - past chair; past co-chair, COVID-19 Task Force and its Federal and State Judicial Subcommittee; Policing Task Force; past chair, Diversity and Inclusion Committee; past chair (2014-2016), Legislative Policy and Review Committee; past chair (2015-2016), Council of Bar Presidents; Board of Governors; House of Delegates

American Bar Association - House of Delegates; chair of Standing Committee on Gun Violence, past chair of Policy Subcommittee; Member of Advisory Commission to the Task Force for American Democracy

New England Bar Association - past president

American Bar Foundation Fellow

Connecticut Bar Foundation Fellow

Federal Bar Council - Second Circuit Courts Committee

Greater Danbury Bar Association - past president

Judicial District of Danbury - attorney trial referee, factfinder and arbitrator, 2000 - 2018

National Conference of Bar Presidents - past member; Executive Council and past chair; Diversity and Inclusion Committee

State of Connecticut Supreme Court - past member; Commission on Judicial Compensation

Monte E. Frank

Community Involvement

Connecticut Voters First – Advisory Board

Forward Leadership Circle

Serve America Movement (SAM)

Connecting Through Literacy: Incarcerated Parents, Their Children, and Caregivers (CLICC) – Board of Directors

Jewish Federation Association of Connecticut (JFACT) – Board of Directors

Team 26 - founder

Jewish National Fund, SE New England Board

Honors & Recognitions

Recipient of the CBA's John Eldred Shields Professional Service Award - 2024

Selected to the *Connecticut Super Lawyers* list since 2010 in Business Litigation. Also selected in the areas of State, Local & Municipal Litigation, and Employment & Labor Litigation for multiple years since 2010

Listed in the *Best Lawyers in America* since 2013 for his work in Business Litigation and Commercial Litigation since 2023

Named as a “Litigation Star” and “Labor and Employment Star - Northeast” by *Benchmark Litigation* (2017-present)

Listed in *Chambers USA - America's Leading Lawyers for Business*, 2009-2017 in the area of Commercial Litigation

Named a Moffly Media Top Lawyer in Fairfield County, 2021, 2023 and 2024 - Civil Law and Litigation

The Campaign to Keep Guns Off Campus - 2021 Honoree

Danbury Bar Association 2013 Pro Bono Award - recognized for pro bono representation of several families deeply affected by the tragedy in Newtown and of an individual in connection with the 9/11 Victims' Compensation Fund

New Leaders of the Law Award for Overall Achievement Fairfield County, *Connecticut Law Tribune*, 2003

*For more about the standards for inclusion in Connecticut Super Lawyers, please see www.superlawyers.com/connecticut/selection_details.html.



Kimberly Catala

Associate

90 State House Square • Hartford, CT 06103-3702
T: 860.424.4358 • E: kcatala@pullcom.com

Kimberly Catala is an associate in the firm's Labor and Employment, Education Law, and Litigation practices. Prior to joining Pullman & Comley, Kimberly served as a Law Clerk to Connecticut Supreme Court Justice Andrew J. McDonald in Hartford. Kimberly graduated first in her class, *summa cum laude*, from Quinnipiac Law School. Kimberly served as the Executive Managing Editor of the Quinnipiac Law Review.

During law school, Kimberly gained valuable experience through internships and externships at the Quinnipiac Law School Tax Clinic, New Haven Legal Assistance, and interning with United States District Court Judge Victor A. Bolden in Bridgeport, Connecticut, where she conducted research on a variety of legal issues, represented low-income individuals, performed client intakes, and prepared legal memoranda. She also interned at New Haven Legal Assistance.

Before beginning her legal career, Kimberly was an AP Language and Literature teacher at Achievement First Amistad High School and Arch Bridge School at Wellspring and also served in Teach for America Corps.

Practice Areas

Labor and Employment Law, Education Law, Hospitality

Clerkships

Judicial Law Clerk for Connecticut Supreme Court Justice Andrew J. McDonald, 2023-2024

Education

Quinnipiac University School of Law, J.D., *summa cum laude*, 2023

Emerson College, B.A. in Theatre Education, *cum laude*, 2015

pullcom.com

BRIDGEPORT 203.330.2000	HARTFORD 860.424.4300	SPRINGFIELD 413.314.6160	WAKEFIELD 401.360.1533	WESTPORT 203.254.5000	WHITE PLAINS 914.705.5355
-----------------------------------	---------------------------------	------------------------------------	----------------------------------	---------------------------------	-------------------------------------



Patricia LeBel-Lasse

Paralegal

850 Main Street • P.O. Box 7006 • Bridgeport, CT 06601-7006
T: 203.330.2208 • F: 203.576.8888 • E: plebel-lasse@pullcom.com

Patricia LeBel-Lasse is a paralegal in the firm's Litigation Department with more than thirty years of legal and business experience. She assists counsel with complex commercial and business disputes in a variety of areas in both federal and state courts. She has extensive trial and litigation support experience. In addition, as a member of the firm's Internal Investigations practice, she conducts fact gathering interviews with clients and relevant parties and helps to manage the fact gathering process. In her role, Patricia implements new business processes in the areas of electronic data discovery, litigation support and trial technology.

Patricia served as a public member of the State of Connecticut's Judicial Review Council for a term of four years (2013-2017). She currently serves as a member of the firm's Technology Committee and is a Certified E-Discovery Specialist (CEDS).

Practice Areas

Litigation, Internal Investigations

Education

University of Bridgeport, B.S.
Sacred Heart University, A.S., *cum laude*

Professional Affiliations

Women in eDiscovery
International Legal Technology Association
Association of Certified E-Discovery Specialists - Global Advisory Board
National Federation of Paralegals Associations, Inc.
The Central Connecticut Paralegal Association, Inc. - treasurer
Organization of Legal Professionals

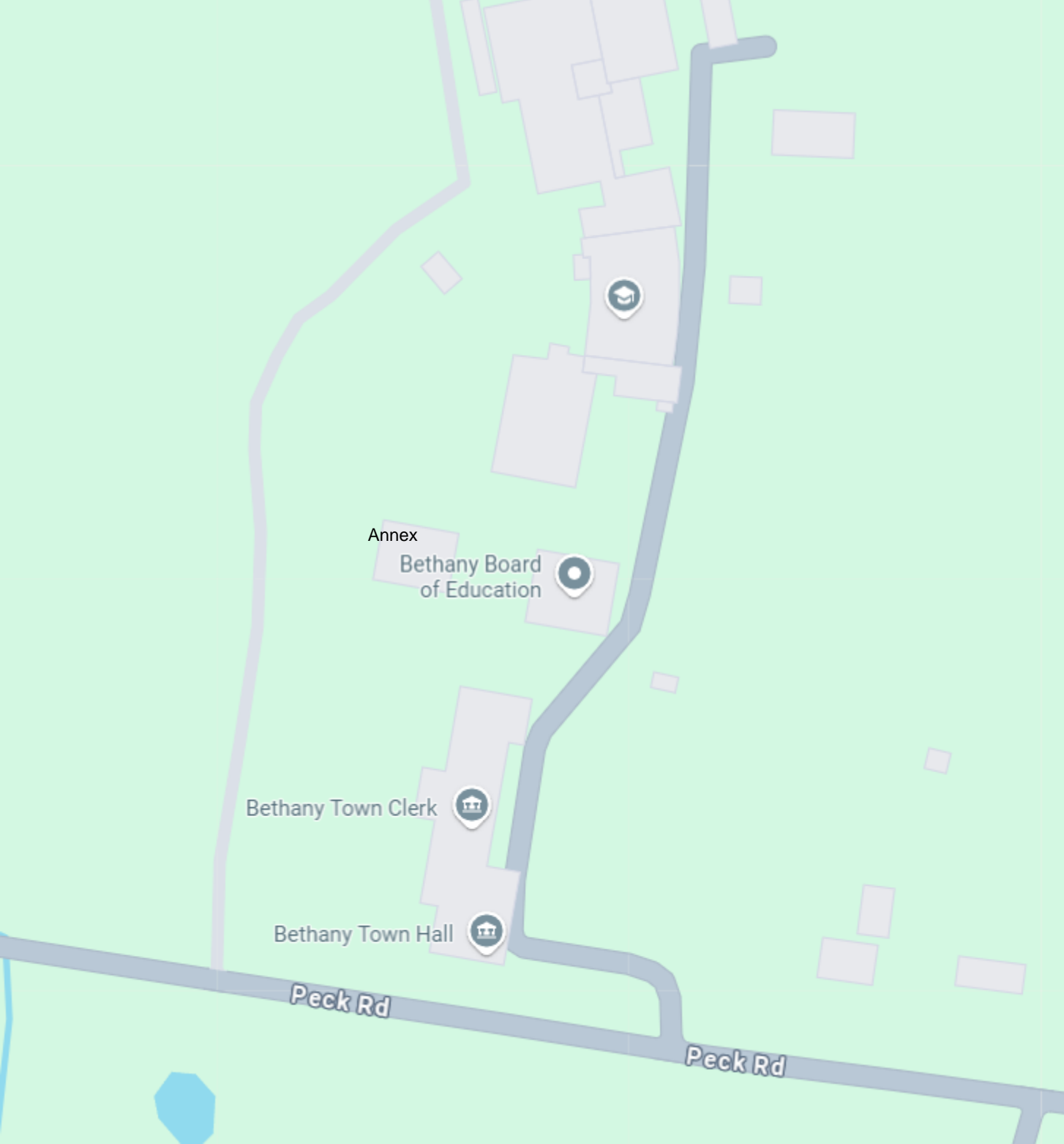
pullcom.com

BRIDGEPORT 203.330.2000	HARTFORD 860.424.4300	SPRINGFIELD 413.314.6160	WAKEFIELD 401.360.1533	WESTPORT 203.254.5000	WHITE PLAINS 914.705.5355
-----------------------------------	---------------------------------	------------------------------------	----------------------------------	---------------------------------	-------------------------------------

Patricia LeBel-Lasse

The Greater Bridgeport Bar Association (GBBA) - Food Drive coordinator
Connecticut Bar Association

APPENDIX D



Annex

Bethany Board
of Education



Bethany Town Clerk



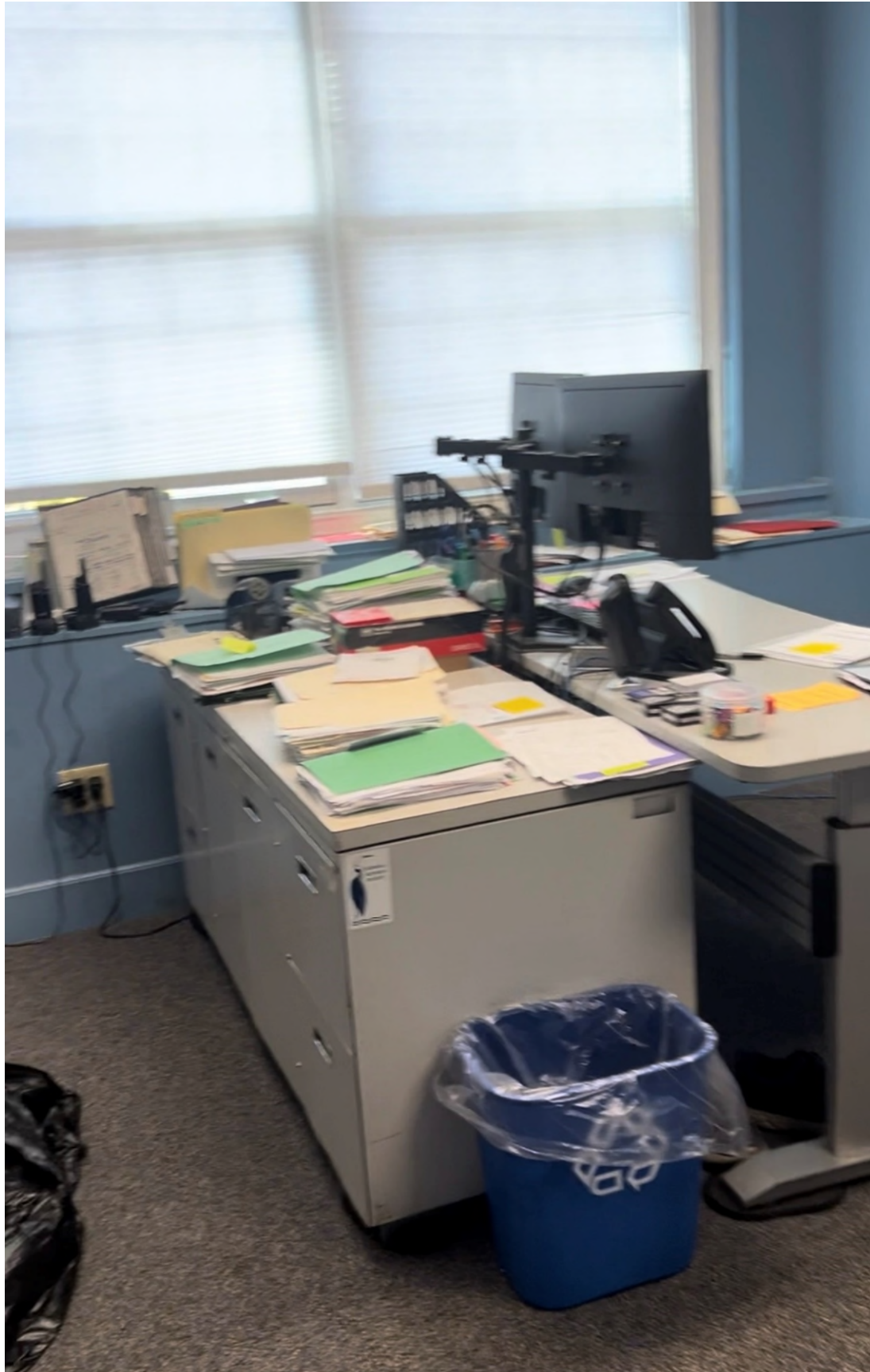
Bethany Town Hall

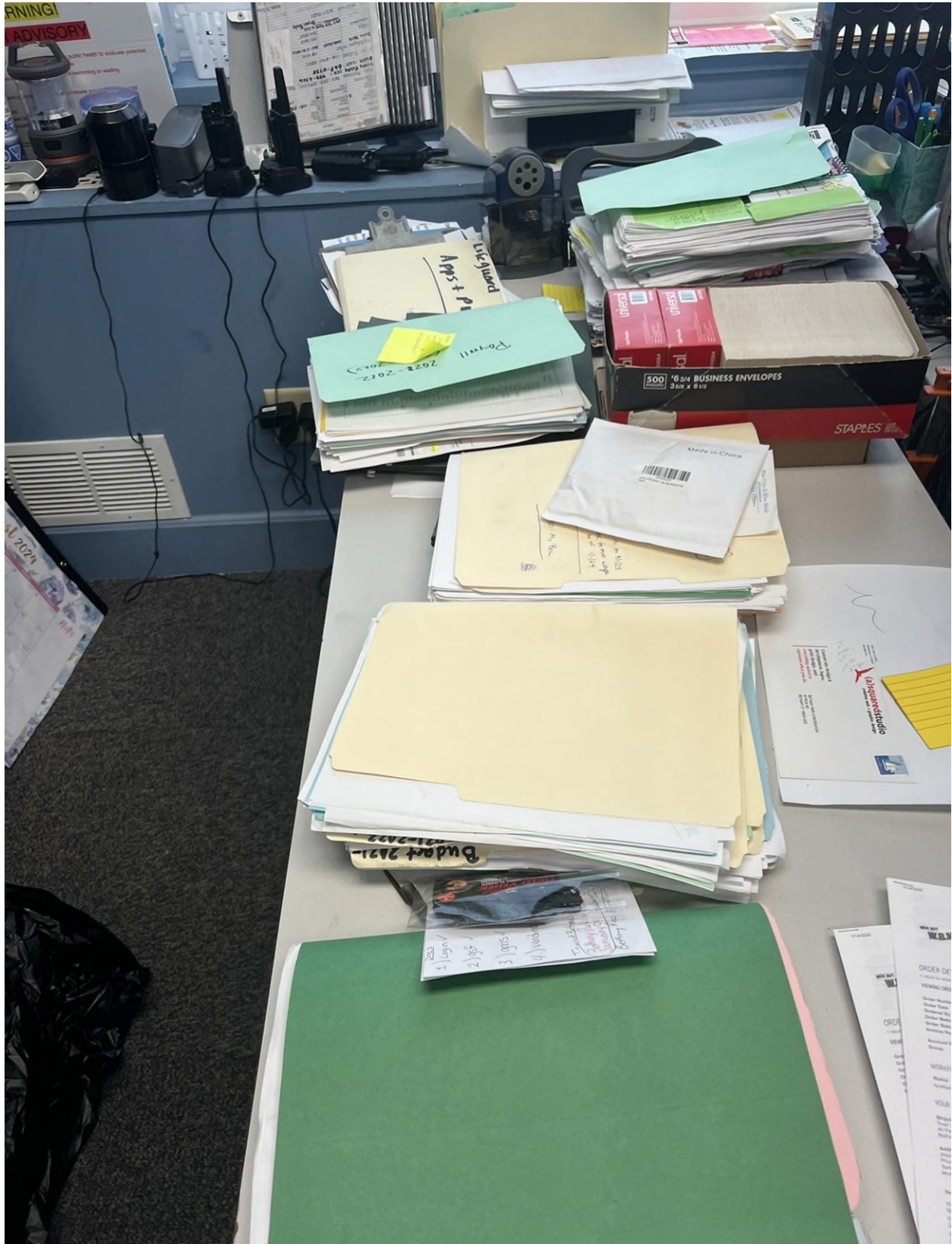


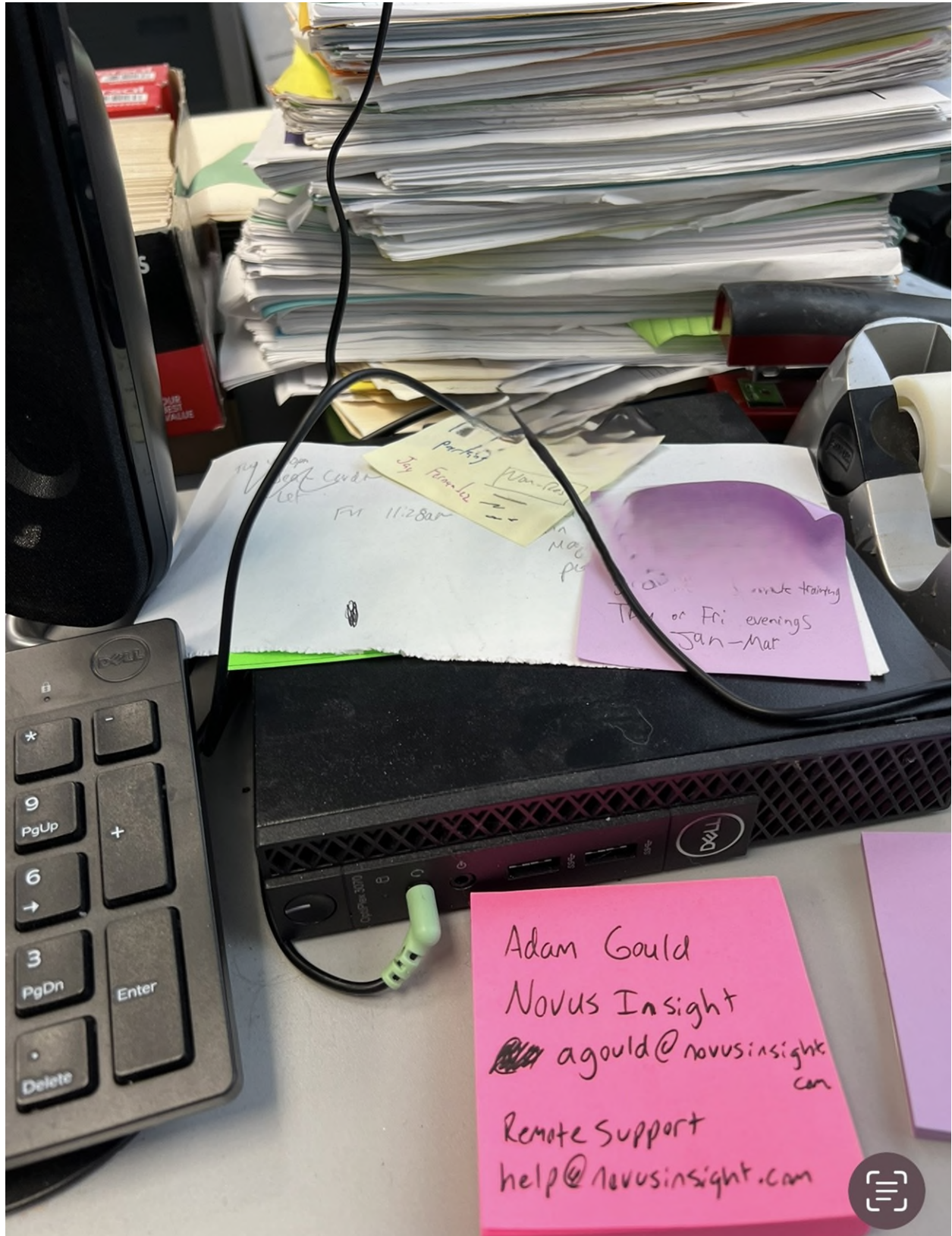
Peck Rd

Peck Rd

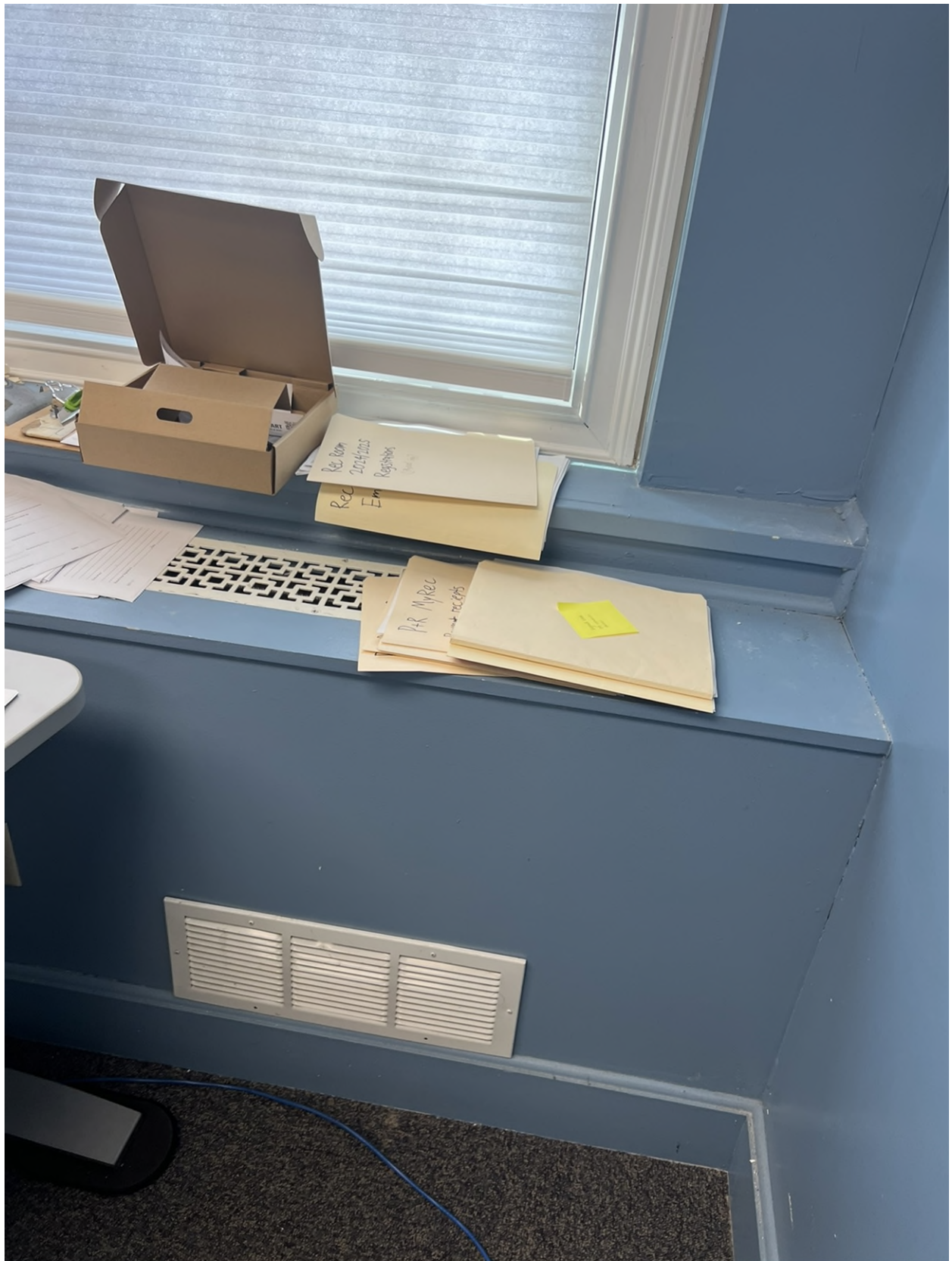
APPENDIX E











APPENDIX F

Victim #1 Investigation

Superintendent reports
Mastrangelo
allegation to DCF

First Selectman advised
of DCF investigation

CSP Trooper interviews
parent of Victim #1; First
Selectman informed of
details of Victim #1 allegation

Mastrangelo arrested
for sexual
assault of Victim #1.
First Selectman
notified of arrest.

December 22, 2022

December 22, 2022

December 22, 2022

December 22, 2022

December 23, 2022

January 19, 2023

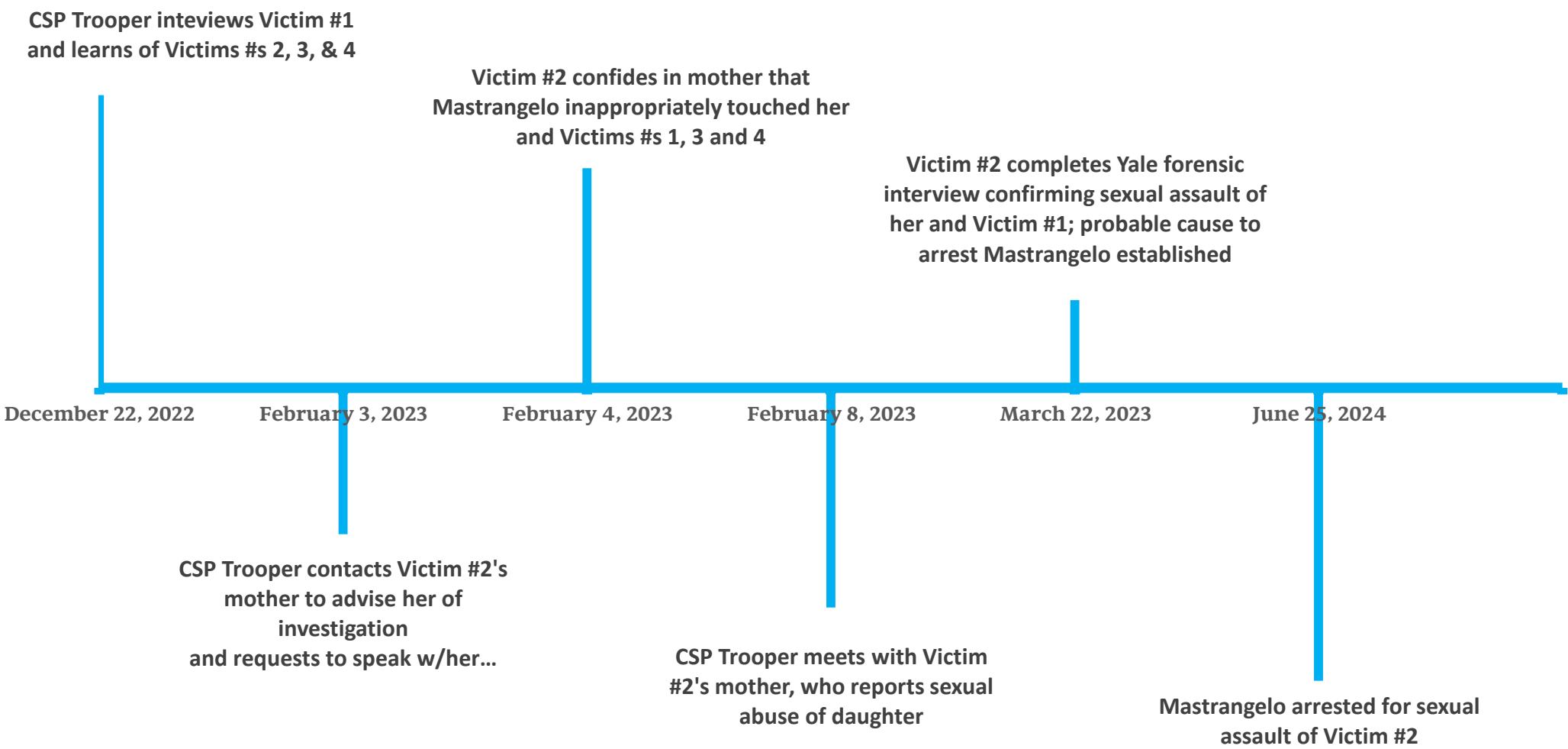
May 24, 2024

Superintendent terminates
Mastrangelo's employment
at BCS

DCF notifies CSP Bethany
Troop 1

Forensic interview of Victim
#1 by Yale Child advocacy;
establishes probable cause to
arrest Mastrangelo

Victim #2 Investigation



Victim #3 Investigation

CSP Trooper learns of
Victim #3

December 23, 2022

February 3, 2023

CSP interviews parent of
Victim #3 who reports
sexual assault

Yale forensic interview
confirms sexual assault of
Victim #3; probable cause
established

February 27, 2023

Mastrangelo arrested for
sexual assault of Victim #3

June 25, 2024

Victim #4 Investigation

CSP Trooper learns of
Victim #4

December 23, 2022

Victim #4 Yale forensic
interview confirming sexual
assault of her and of Victim #1.
Probable cause to arrest
Mastrangelo established

March 22, 2023

March 4, 2023

Trooper meets with parent of Victim #4, who
reports her daughter was touched
inappropriately more than once by
Mastrangelo during 2021 & 2022

June 25, 2024

Mastrangelo arrested for sexual assault of
Victim #4

Victim #5 Investigation

Victim #5 tells her mother that she was molested at their home on May 8, 2024 by Mastrangelo while he was babysitting

May 10, 2024

Victim #5 Yale forensic interview confirming sexual assault and establishing probable cause for Mastrangelo's arrest

May 16, 2024

Mother of Victim #5 goes to Bethany Barracks to report that her daughter was molested by Mastrangelo

May 13, 2024

Mastrangelo arrested for sexual assault of Victim #5

June 24, 2024

1st Selectman Timeline December 22, 2022 - June 25, 2024

1st Selectman notified of
allegation against
Mastrangelo

Mastrangelo remains employed
at P&R

1st Selectman learns of
Mastrangelo's first arrest
for Victim #1; no action
taken

December 22, 2022

December 23, 2022

Jan. 2023 - June 2023

June 19, 2023

May 24, 2024

June 25, 2024

1st Selectman informed of
details of allegation

1st Selectman receives DCF
reports confirming
allegations against
Mastrangelo

1st Selectman learns of
Mastrangelo's arrest
for Victims #2, #3, #4 & #5

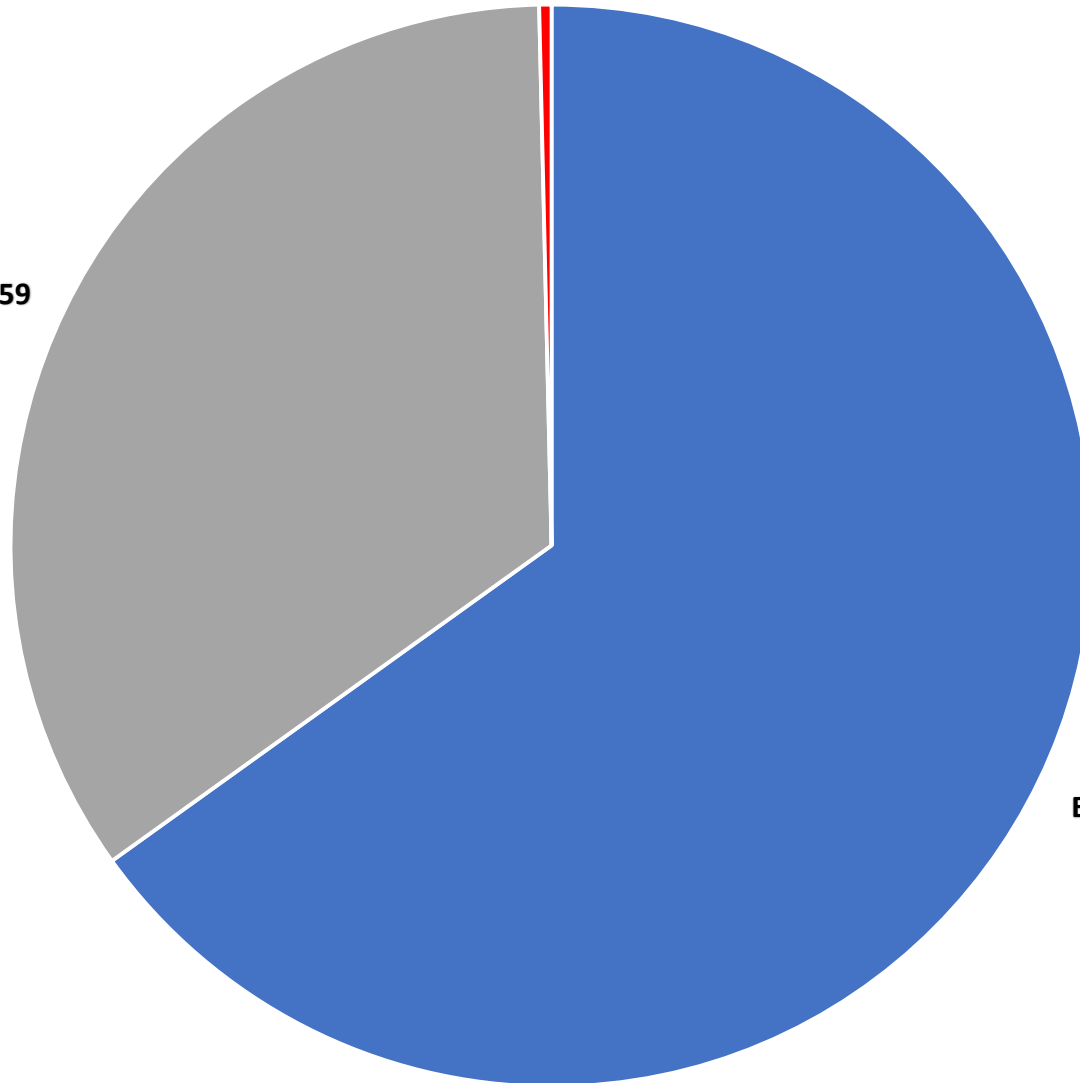
Total Data Collected

125,264 Records

Physical files collected
from Bethany Town Hall,
462

Town E-mails &
Attachments, 43,259

Electronic Phone Records
Texts/VM/Docs, 81,543



APPENDIX G

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

DCF-136
05/2015 (Rev.)



Careline
1-800-842-2288

Within forty-eight hours of making an oral report, a mandated reporter shall submit this form (DCF-136) to the relevant Area Office listed below
See the reverse side of this form for a summary of Connecticut law concerning the protection of children.

Please Print or Type

Child's Name	<input type="checkbox"/> M <input type="checkbox"/> F	Age Or DOB	Race:	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American (not of Hispanic Origin)	<input type="checkbox"/> Hispanic <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____
Child's Address					
Name Of Parents Or Other Person Responsible For Child's Care			Address		Phone Number
Name Of Careline Worker To Whom Oral Report Was Made			Date Of Oral Report	Date And Time Of Suspected Abuse/Neglect	
Name Of Suspected Perpetrator, If Known			Address And Phone Number, If Known		Relationship To Child
Nature And Extent Of Injury(ies), Maltreatment Or Neglect					
Describe The Circumstances Under Which The Injury(ies), Maltreatment Or Neglect Came To Be Known					
Describe the Reasons Such Persons(s) Are Suspected of Causing Such Injuries, Maltreatment of Neglect					
Information Concerning Any Previous Injury(ies), Maltreatment Or Neglect Of The Child Or His/Her Siblings					
Information Concerning Any Prior Cases(s) In Which The Person(s) Have Been Suspected Of Causing An Injury(ies), Maltreatment Or Neglect Of A Child					
List Names And Ages Of Siblings, If Known					
What Action, If Any, Has Been Taken To Treat, Provide Shelter Or Otherwise Assist The Child?					

REPORTER SECTION

Reporter's Name:	Reporter's Race
Agency Name:	<input type="checkbox"/> American Indian or Alaskan Native
Phone Number:	<input type="checkbox"/> Asian/Pacific Islander
Agency Address:	<input type="checkbox"/> Black/African American (not of Hispanic Origin)
City:	<input type="checkbox"/> Hispanic (any race)
	<input type="checkbox"/> White (not of Hispanic origin)
	<input type="checkbox"/> Prefer Not to Answer
	<input type="checkbox"/> Other _____
Reporter's Signature	Position
	Date

WHITE COPY: TO DCF AREA OFFICE (see below)

IF YOU NEED ADDITIONAL SPACE, YOU MAY ATTACH MORE DOCUMENTATION

Bridgeport 100 Fairfield Avenue Bridgeport, CT 06604 203-384-5300 TDD: 203-384-5399 Fax: 203-384-5306	Danbury 131 West Street Danbury, CT 06810 203-207-5100 TDD: 203-748-8325 Fax: 203-207-5169	Hartford 250 Hamilton Street Hartford, CT 06106 860-418-8000 TDD: 800-315-4082 Fax: 860-418-8325	Manchester 364 West Middle Turnpike Manchester, CT 06040 860-533-3600 TDD: 800-315-4415 Fax: 860-533-3734	Norwalk 761 Main Avenue, I-Park Complex Norwalk, CT 06851 203-899-1400 TDD: 203-899-1491 Fax: 203-899-1463, 203-899-1464
Meriden One West Main Street Meriden CT 06451 203-238-8400 TDD: 203-238-8517 Fax: 203-238-6425	Middletown 2081 South Main Street Middletown, CT 06457 860-638-2100 TDD: 860-638-2195 Fax: 860-346-0098	Milford 38 Wellington Road Milford, CT 06461 203-306-5300 TDD: 203-306-5604 Fax: 203-306-5606	New Britain One Grove Street, 4th Floor New Britain, CT 06053 860-832-5200 TDD: 860-832-5370 Fax: 860-832-5491	New Haven One Long Wharf Drive New Haven, CT 06511 203-786-0500 TDD: 203-786-2599 Fax: 203-786-0660
Norwich Two Courthouse Square Norwich, CT 06360 860-886-2641 TDD: 860-885-2438 Fax: 860-887-3683	Torrington 62 Commercial Blvd Torrington, CT 06790 860-496-5700 TDD: 860-496-5798 Fax: 860-496-5834	Waterbury 395 West Main Street Waterbury, CT 06702 203-759-7000 TDD: 203-465-7329 Fax: 203-759-7295	Willimantic 322 Main Street Willimantic, CT 06226 860-450-2000 TDD: 860-456-6603 Fax: 860-450-1051	Special Investigations Unit 505 Hudson Street, 7th Floor Hartford, CT 06106 860-550-6696 FAX: 860-723-7237

SUMMARY OF LEGAL REQUIREMENTS CONCERNING CHILD ABUSE/ NEGLECT

PUBLIC POLICY OF THE STATE OF CONNECTICUT (C.G.S. §17a-101)

To protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse or neglect, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.

WHO IS MANDATED TO REPORT CHILD ABUSE/NEGLECT?

Child Advocate and OCA Employees	Mental Health Professionals
Chiropractors	Optometrists
Coaches and Directors of a Private Youth Sports, Organization or Team	Persons Paid to Care for Children
Coaches and Athletic Directors of Youth Athletics	Persons who Provide Services to and have Regular Contact with Students
Dental Hygienists	Pharmacists
Dentists	Physical Therapists
Department of Children and Families Employees	Physician Assistants
Domestic Violence Counselors	Podiatrists
Office of Early Childhood Employees and Department of Public Health Employees who are Responsible for Licensing Day Cares and Camps	Police Officers
Family Relations Counselors (Judicial Dept.)	Probation Officers (Juvenile or Adult)
Family Rel. Counselor Trainees (Judicial Dept.)	Psychologists
Family Services Supervisors (Judicial Dept.)	Public or Private Institution of Higher Education Administrators, Faculty, Staff, Athletic Directors, Athletic Coaches and Athletic Trainers
Licensed Foster Parents	Registered Nurses
Licensed Marital and Family Therapists	School Administrators
Licensed or Unlicensed Interns at Any Hospital	School Coaches
Licensed or Unlicensed Resident Physicians	School Guidance Counselors
Licensed Physicians	School Paraprofessionals
Licensed Practical Nurses	School Superintendents
Licensed Professional Counselors	School Teachers
Licensed Surgeons	Sexual Assault Counselors
Licensed/Certified Alcohol and Drug Counselors	Social Workers
Licensed/Certified Emergency Medical Services Providers	Substitute Teachers
Medical Examiners	
Members of the Clergy	

DO THOSE MANDATED TO REPORT INCUR LIABILITY?

No. Any person, institution or agency which, in good faith, makes or does not make a report, shall be immune from any civil or criminal liability provided such person did not perpetrate or cause such abuse or neglect.

IS THERE A PENALTY FOR NOT REPORTING?

Yes. Any person required to report who fails to do so may be prosecuted for a Class A misdemeanor and may be required to participate in an educational and training program. Any person who intentionally and unreasonably interferes with or prevents a report may be prosecuted for a Class D felony.

IS THERE A PENALTY FOR MAKING A FALSE REPORT?

Yes. Any person who knowingly makes a false report of child abuse or neglect may be fined not more than \$2,000 or imprisoned for not more than one year or both. The identity of such person shall be disclosed to the appropriate law enforcement agency and to the alleged perpetrator of the abuse.

WHAT ARE THE REPORTING REQUIREMENTS?

- An oral report shall be made by a mandated reporter by telephone or in person to the DCF Careline or to a law enforcement agency as soon as practicable, but not later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm. If a law enforcement agency receives an oral report, it shall immediately notify Careline. Oral reports to the Careline shall be recorded.
- Within 48 hours of making an oral report, a mandated reporter shall submit a written report to the DCF Careline on the DCF-136, "Report of Suspected Child Abuse or Neglect."
- When a mandated reporter is a member of the staff of a public or private institution or facility that provides care for children or a public or private school, the reporter shall also submit a copy of the written report to the person in charge of such institution, school or facility or the person's designee.

DCF CHILD ABUSE AND NEGLECT CARELINE: 1-800-842-2288

STATUTORY REFERENCES: C.G.S. 17a-28, §17a-101 *et seq.*; §46b-120

DEFINITIONS OF ABUSE AND NEGLECT

Abused Child: Any child who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglected Child: Any child who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his or her well-being.

Exception: The treatment of any child by an accredited Christian Science practitioner shall not by itself constitute neglect or maltreatment.

CHILD UNDER AGE 13 WITH VENEREAL DISEASE: A physician or facility must report to Careline upon the consultation, examination or treatment for venereal disease of any child who has not reached his or her 13th birthday.

DO PRIVATE CITIZENS HAVE A RESPONSIBILITY FOR REPORTING?

Yes. Any person having reasonable cause to suspect or believe that any child under the age of 18 is in danger of being abused or has been abused or neglected may cause a written or oral report to be made to the Careline or a law enforcement agency. Any person making the report in good faith is immune from any liability, civil or criminal. However, the person is subject to the penalty for making a false claim.

WHAT IS THE AUTHORITY AND RESPONSIBILITY OF THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)?

All child protective services in Connecticut are the responsibility of the Department of Children and Families.

Upon the receipt of a report of child abuse or neglect, the Careline shall cause the report to be classified, evaluated immediately and forwarded to the appropriate Area Office for the commencement of an investigation or for the provision of services within timelines specified by statute and policy.

If an investigation produces evidence of child abuse or neglect, DCF shall take such measures as it deems necessary to protect the child, and any other children similarly situated, including, but not limited to, immediate notification to the appropriate law enforcement agency, and the removal of the child from his or her home with or without the parents' consent consistent with state law.

If DCF has probable cause to believe that the child or any other child in the household is at imminent risk of physical harm from the surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the Commissioner or designee shall authorize any employee of DCF or any law enforcement officer to remove the child and any other child similarly situated from such surroundings without the consent of the child's parent or guardian. The removal of a child shall not exceed 96 hours. If the child is not returned home within such 96-hour period, with or without protective services, DCF shall file a motion for temporary custody with the Superior Court for Juvenile Matters.

WHAT MEANS ARE AVAILABLE FOR REMOVING A CHILD FROM HIS OR HER HOME?

- 96-Hour hold by the Commissioner of DCF or designee (see above).
- 96-Hour hold by a physician – Any physician examining a child with respect to whom abuse or neglect is suspected shall have the right to keep such child in the custody of a hospital for no longer than 96 hours in order to perform diagnostic tests and procedures necessary to the detection of child abuse or neglect and to provide necessary medical care with or without the consent of such child's parents or guardian or other person responsible for the child's care, provided the physician has made reasonable attempts to (1) advise such child's parents or guardian or other person responsible for the child's care that the physician suspects the child has been abused or neglected, and (2) obtain consent of such child's parents or guardian or other person responsible for the child's care. In addition, such physician may take or cause to be taken photographs of the area of trauma visible on a child who is the subject of such report without the consent of such child's parent's or guardian or other person responsible for the child's care. All such photographs or copies thereof shall be sent to the local police department and the Department of Children and Families.
- Bench order of temporary custody – Whenever any person is arrested and charged with an offense under Section 53-20 or 53-21 or under Part V, VI, or VII of Chapter 952, as amended, the victim of which offense was a minor residing with the defendant, any judge of the Superior Court may, if it appears that the child's condition or circumstances surrounding the case so require, issue an order to the Commissioner of the Department of Children and Families to assume immediate custody of such child and, if the circumstances so require, any other children residing with the defendant and to proceed thereon as in other cases.

WHAT IS THE CENTRAL REGISTRY OF PERPETRATORS OF ABUSE OR NEGLECT?

The Department of Children and Families maintains a registry of persons who have been substantiated as responsible for child abuse or neglect and pose a risk to the health safety or well-being of children. The Central Registry is available on a 24-hour daily basis to prevent or discover child abuse of children.

APPENDIX H

Memorandum



To: Board of Education Members
From: Kai Byrd, Superintendent *Ka*
Date: December 22, 2022
Re: **BOE Weekly Update 20**

COVID-19

There were 5 COVID cases reported to DPH this week as required.

CSDE/DPH Health & Safety Update

This week our call focused on viral respiratory diseases. There is a significant concern regarding the number of viruses that continue to circulate in communities, specifically COVID-19, Influenza (flu), and Respiratory Syncytial Virus (RSV). DPH encourages everyone to be vigilant during the holidays, to test before and after gatherings, and stay home if you are sick.

Fiscal Updates

The auditors are done with the EFS state report and there were no issues. The report has been certified with the state well in advance of the December 31st deadline.

Food Service Update

When we return from the holiday break we will begin charging again for lunches and all students will have the opportunity to go through the serving line in the cafeteria. There are rumors of additional SMART Funds being offered but we do not have any solid information at this time. If funds become available through another grant, we will certainly apply for the funds.

Holiday Closure

Bethany Community School and the Board of Education office will be closed from December 26th to January 2nd. We will reopen the office on Tuesday, January 3rd.

Personnel Update

Resignation

Mr. Kevin Farrell has resigned from his position effective January 13th. I had an opportunity to meet with him to discuss his resignation and he will complete the official exit interview paperwork. His position has been posted and the administrative team will begin interviewing immediately to fill this position.

Physical Education Position

Mr. Joseph DeLuca has been hired as our new PE teacher. Mr. DeLuca comes to BCS from the Ridgefield Public Schools and will join our staff in the month of January.

Confidential Matter

An employee issue was brought to my attention today and is being handled per policy.

Residency Concern

A residency concern has been brought to our attention and we are working with Officer Merriam to investigate the matter.

Highlights of the Week:

Our Polar Express Open House was a tremendous success and we had a steady stream of visitors to the office today. Only one more wake-up until the holiday break.

I wish you and your families a joyous holiday and a happy healthy new year!

Looking Ahead	
Monday, December 26 th to Monday, January 2 nd	<ul style="list-style-type: none">• Holiday Break
Tuesday, January 10 th	<ul style="list-style-type: none">• Finance Committee Meeting, 5:30 pm via Zoom Meeting
Wednesday, January 11 th	<ul style="list-style-type: none">• BOE Meeting, 6:30 pm, Learning Commons



APPENDIX I



State of Connecticut
Department of Emergency Services and Public Protection
Division of State Police



CRIMINAL INFORMATION SUMMARY

DATE	TIME	INVESTIGATING TROOPER	BADGE #	CFS NO.	TROOP
12/22/2022	18:37	TROOPER EWERTON GOUVEIA	1196	2200537235	TROOP I
LOCATION OF INCIDENT (STREET NAME AND CITY/TOWN ONLY): Litchfield Tpke Bethany 06524					

Other Agency Involved: ☐ Record of Arrest: ☒ Under Investigation: ☐ Arrest Warrant Attached: ☒

VICTIM SECTION

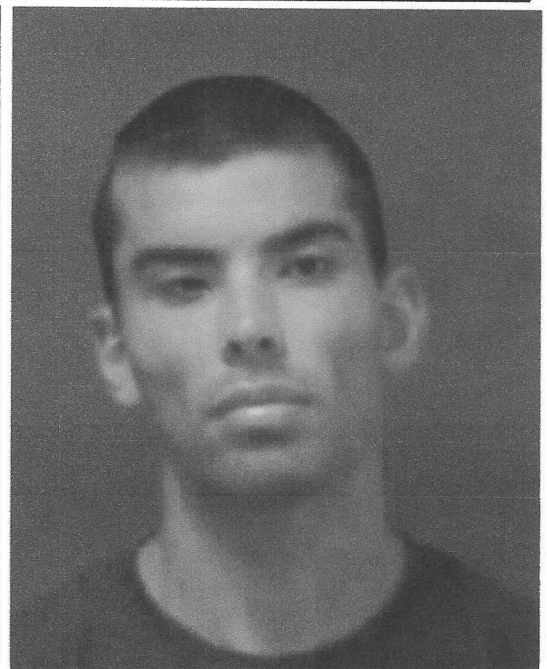
VICTIM/WITNESS or JUVENILE/CHILD: (DO NOT IDENTIFY ANY VICTIM, WITNESS or JUVENILE/CHILD BY NAME OR ADDRESS - IF VICTIM, WITNESS OR JUVENILE/CHILD WRITE "VICTIM", "WITNESS" or "JUVENILE/CHILD" IN THE NAME FIELD & "AGE" IN DOB FIELD Juvenile/Child is defined in CGS§ 46b-120 et seq.)

NAME	ADDRESS	JUVENILE/CHILD	AGE	INJURED
JUVENILE		YES	■	NO
JUVENILE		YES	■	NO
JUVENILE		YES	■	NO
JUVENILE		YES	■	NO

ARRESTEE SECTION

DO NOT IDENTIFY ANY JUVENILE/CHILD BY NAME OR ADDRESS- IF JUVENILE/CHILD, WRITE "JUVENILE/CHILD" IN THE NAME FIELD & "AGE" IN DOB FIELD)

NAME	Mastrangelo, Anthony Joseph
D.O.B.	7/1/1999
SEX	M
RACE	W
ADDRESS	■ Bethany CT 06524 US
AGE ARREST	24
AGE INCIDENT	23
ARREST DATE	05/24/2024
COURT	NEW HAVEN (23)
COURT ADDR	121 Elm Street, New Haven, CT 06510
COURT DATE	06/07/2024
INJURED	NO
AMBULANCE	NO
HOSPITAL	



CHARGES	CNTS	BOND TYPE	BOND AMOUNT
1 53-21(a)(2)** Ill Sexual Contact-vctm<age 13	1		\$
2 53a-70(a)(2) Sex 1-vctm<13yr Actor>2y Older	1		\$100,000
3 53a-73a Sexual Assault 4th Deg	1		\$

BOND WILL BE:

TOTAL: \$100,000

SUPERVISOR'S APPROVAL REQUIRED: INITIALS: /SGT ELIZABETH A WILLIAMS/ ID #: 0153 DATE: 06/25/2024

THIS INFORMATION IS BEING RELEASED TO THE PUBLIC IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT.
OR ADDITIONAL INFORMATION ON MAJOR CRIMES OR ARRESTS, CONTACT THE DIVISION OF STATE POLICE PUBLIC INFORMATION OFFICE @

PHONE: 860-685-8230 FAX: 860-685 8301



State of Connecticut
Department of Emergency Services and Public Protection
Division of State Police

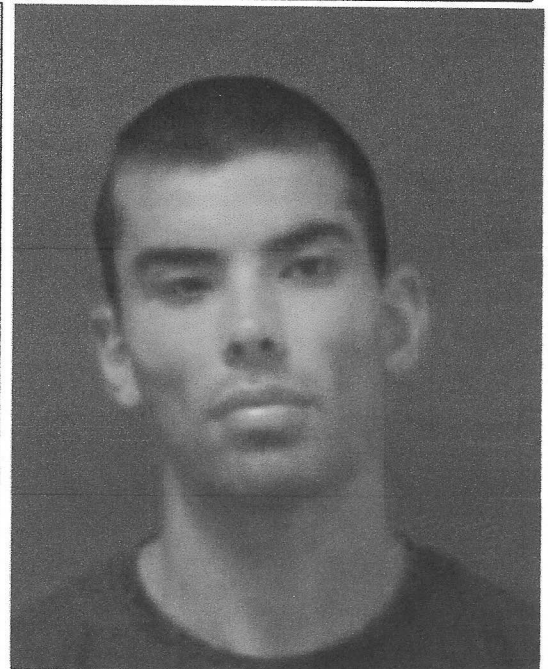


CRIMINAL INFORMATION SUMMARY

ARRESTEE SECTION

DO NOT IDENTIFY ANY JUVENILE/CHILD BY NAME OR ADDRESS- IF JUVENILE/CHILD, WRITE "JUVENILE/CHILD" IN THE NAME FIELD & "AGE" IN DOB FIELD)

NAME	Mastrangelo, Anthony Joseph
D.O.B.	7/1/1999
SEX	M
RACE	W
ADDRESS	[REDACTED] Bethany CT 06524 US
AGE ARREST	25
AGE INCIDENT	23
ARREST DATE	06/25/2024
COURT	NEW HAVEN (23)
COURT ADDR	121 Elm Street, New Haven, CT 06510
COURT DATE	07/12/2024
INJURED	NO
AMBULANCE	NO
HOSPITAL	



CHARGES	CNTS	BOND TYPE	BOND AMOUNT
1 53-21(a)(2)** III Sexual Contact-vctm<age 13	1		\$250,000
2 53a-70(a)(2) Sex 1-vctm<13yr Actor>2y Older	1		\$
3 53a-73a Sexual Assault 4th Deg	1	Surety Bond	\$

BOND WILL BE:

TOTAL: \$250,000

CHARGES	CNTS	BOND TYPE	BOND AMOUNT
1 53-21(a)(2)** III Sexual Contact-vctm<age 13	1		\$50,000
2 53a-73a(a)(1B Sex 4-v=13/14 Yr,actr>3yr Oldr	1	Surety Bond	\$

BOND WILL BE:

TOTAL: \$50,000

CHARGES	CNTS	BOND TYPE	BOND AMOUNT
1 53-21(a)(2)** III Sexual Contact-vctm<age 13	1	Surety Bond	\$
2 53a-73a(a)(1B Sex 4-v=13/14 Yr,actr>3yr Oldr	1		\$50,000

BOND WILL BE:

TOTAL: \$50,000

OVERVIEW OF INCIDENT

On 06/25/24 an active arrest warrant was served against Anthony Mastrangelo (DOB 07/01/1999) for the charges of Risk of Injury to a Minor CGS 53-21(a)(2), and Sexual Assault in the Fourth Degree CGS 53a-73a(a)(1)(a). Mastrangelo was released on a \$50,000.00 Surety Bond set by the Court. Mastrangelo is scheduled to appear at GA-23 in New Haven on 07/12/24 at 0900 hours.

SUPERVISOR'S APPROVAL REQUIRED: INITIALS: /SGT ELIZABETH A WILLIAMS/ ID #: 0153 DATE: 06/25/2024

THIS INFORMATION IS BEING RELEASED TO THE PUBLIC IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT.
FOR ADDITIONAL INFORMATION ON MAJOR CRIMES OR ARRESTS, CONTACT THE DIVISION OF STATE POLICE PUBLIC INFORMATION OFFICE @

PHONE: 860-685-8230 FAX: 860-685 8301



State of Connecticut
Department of Emergency Services and Public Protection
Division of State Police



CRIMINAL INFORMATION SUMMARY

DATE	TIME	INVESTIGATING TROOPER	BADGE #	CFS NO.	TROOP
12/22/2022	18:37	TROOPER EWERTON GOUVEIA	1196	2200537235	TROOP I

LOCATION OF INCIDENT (STREET NAME AND CITY/TOWN ONLY):
Litchfield Tpke Bethany 06524

Other Agency Involved: ☐ Record of Arrest: ☒ Under Investigation: ☐ Arrest Warrant Attached: ☒

VICTIM SECTION

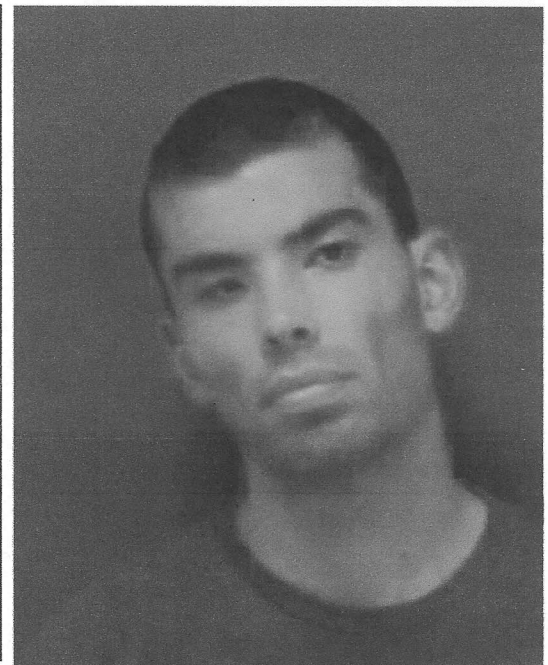
VICTIM/WITNESS or JUVENILE/CHILD: (DO NOT IDENTIFY ANY VICTIM, WITNESS or JUVENILE/CHILD BY NAME OR ADDRESS - IF VICTIM, WITNESS OR JUVENILE/CHILD WRITE "VICTIM", "WITNESS" or "JUVENILE/CHILD" IN THE NAME FIELD & "AGE" IN DOB FIELD Juvenile/Child is defined in CGS§ 46b-120 et seq.)

NAME	ADDRESS	JUVENILE/CHILD	AGE	INJURED
JUVENILE		YES		NO
JUVENILE		YES		NO
JUVENILE		YES		NO
JUVENILE		YES		NO

ARRESTEE SECTION

DO NOT IDENTIFY ANY JUVENILE/CHILD BY NAME OR ADDRESS- IF JUVENILE/CHILD, WRITE "JUVENILE/CHILD" IN THE NAME FIELD & "AGE" IN DOB FIELD)

NAME	Mastrangelo, Anthony Joseph
D.O.B.	7/1/1999
SEX	M
RACE	W
ADDRESS	Bethany CT 06524 US
AGE ARREST	24
AGE INCIDENT	23
ARREST DATE	05/24/2024
COURT	NEW HAVEN (23)
COURT ADDR	121 Elm Street, New Haven, CT 06510
COURT DATE	06/07/2024
INJURED	NO
AMBULANCE	NO
HOSPITAL	



CHARGES	CNTS	BOND TYPE	BOND AMOUNT
1 53-21(a)(2)** III Sexual Contact-vctm<age 13	1		\$
2 53a-70(a)(2) Sex 1-vctm<13yr Actor>2y Older	1		\$100,000
3 53a-73a Sexual Assault 4th Deg	1		\$

BOND WILL BE:

TOTAL: \$100,000

OVERVIEW OF INCIDENT

On 05/24/24 an active arrest warrant was served against Anthony Mastrangelo (DOB 07/01/1999) for the

SUPERVISOR'S APPROVAL REQUIRED: INITIALS: /SGT ELIZABETH A WILLIAMS/ ID #: 0153 DATE: 05/25/2024

THIS INFORMATION IS BEING RELEASED TO THE PUBLIC IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT.
OR ADDITIONAL INFORMATION ON MAJOR CRIMES OR ARRESTS, CONTACT THE DIVISION OF STATE POLICE PUBLIC INFORMATION OFFICE @

PHONE: 860-685-8230 FAX: 860-685 8301



State of Connecticut
Department of Emergency Services and Public Protection
Division of State Police

CRIMINAL INFORMATION SUMMARY

OVERVIEW OF INCIDENT

Charges of Sexual Assault in the First Degree CGS 53a-70(a)(2), Risk of Injury to a Minor CGS 53-21(a)(2), and Sexual Assault in the Fourth Degree CGS 53a-73a(a)(1)(A) . Mastrangelo was released on a \$100,000.00 Surety Bond set by the Court. Mastrangelo is scheduled to appear at GA-23 in New Haven on 06/07/24 at 0900 hours.

SUPERVISOR'S APPROVAL REQUIRED: INITIALS: /SGT ELIZABETH A WILLIAMS/ ID #: 0153 DATE: 05/25/2024

THIS INFORMATION IS BEING RELEASED TO THE PUBLIC IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT.
FOR ADDITIONAL INFORMATION ON MAJOR CRIMES OR ARRESTS, CONTACT THE DIVISION OF STATE POLICE PUBLIC INFORMATION OFFICE @

PHONE: 860-685-8230 FAX: 860-685 8301

V#2

INFORMATION

JD-CR-71 Rev. 3-11

STATE OF CONNECTICUT
SUPERIOR COURT

Disposition date

Police Case number
2200537235

Agency name
CSP- Troop I

Agency number
1600

Title, Allegation and Counts

State of Connecticut vs. (Name of accused) Mastrangelo, Anthony J		Residence (Town) of accused Bethany	Docket number	
Address 4 Split Rock Rd		Date of birth 07/01/1999	The undersigned Prosecuting Authority of the Superior Court of the State of Connecticut charges that:	
To be held at (Town) New Haven		Geographical area number 23		
Count One — Did commit the offense of: Risk of Injury to a Minor		Continued to	Purpose	Reason
At (Town) Bethany	On or about (Date) January, 2023	In violation of General Statute number 53-21(a)(2)		
Count Two — Did commit the offense of: Sexual Assault in the Fourth Degree				
At (Town) Bethany	On or about (Date) January, 2023	In violation of General Statute number 53a-73a(a)(1)(A)		
Count Three — Did commit the offense of:				
At (Town)	On or about (Date)	In violation of General Statute number		
<input type="checkbox"/> See other sheet for additional counts		Date 6/18/2024	Signed (Prosecuting Authority) <i>[Signature]</i>	

Court Action

Defendant advised of rights before plea		Bond	Surety	<input type="checkbox"/> 10 % Election (Date)
(Judge)	(Date)			<input type="checkbox"/> Cash <input type="checkbox"/> CT <input type="checkbox"/> JY
<input type="checkbox"/> Attorney <input type="checkbox"/> Public defender	Guardian	Bond change	Seized property inventory number	

Count	Plea date	Plea	Plea withdrawn		Verdict finding	Fine	Remit	Additional disposition
			Date	New plea				
1						\$	\$	
2						\$	\$	
3						\$	\$	

Date	Other Court Action	Judge


Receipt number	Cost <input type="checkbox"/> IMP <input type="checkbox"/> NCI	Bond information <input type="checkbox"/> Bond forfeited <input type="checkbox"/> Forfeiture vacated <input type="checkbox"/> Forfeiture vacated and bond reinstated		
Application fee - receipt number if paid	Circle one W I Q	Program fee - receipt number if paid	Circle one W I Q	Probation fee - receipt number if paid
Prosecutor on original disposition	Reporter/monitor on original disposition	Signed (Clerk)	Signed (Judge)	

JD-CR-71 Rev. 3-11

Disposition date

Agency number	1600
---------------	------

Geographical area number	23	State of Connecticut vs. Mastrangelo, Anthony J
--------------------------	----	-------------------------------------------------

By the Court	Signed (Judge of the Superior Court)	Date	Name of Judge (Print or type)
		6-21-24	H. J. ...

Geographical area number	Town of <i>New Haven CT</i>	Date <i>4/25/24</i>	State of Connecticut
--------------------------	-----------------------------	---------------------	----------------------

Attest (Officer's signature and Department)

TPR *[Signature]* 1196 CSP-I

[illegible]

ARREST WARRANT APPLICATION

JD-CR-64b Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

For Court Use Only	
Supporting Affidavits sealed	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Police Case number 2200537235	Agency name CSP- Troop I	Agency number 1600
Name (Last, First, Middle Initial) Mastrangelo, Anthony J	Residence (Town) of accused Bethany	Court to be held at (Town) New Haven
		Geographical Area number 23

Application For Arrest Warrant

To: A Judge of the Superior Court

The undersigned hereby applies for a warrant for the arrest of the above-named accused on the basis of the facts set forth in the: ☒ Affidavit Below. ☐ Affidavit(s) Attached.

Date 6/18/2024	Signed (Prosecuting authority) <i>[Signature]</i>	Type/print name of prosecuting authority Adrienne Russo
--------------------------	------------------------------------------------------	-------------------------------------------------------------------

Affidavit

The undersigned affiant, being duly sworn, deposes and says:

1. That the Affiant, Trooper Ewerton Gouveia, #1196, being duly sworn does depose and state that he is a member of the Connecticut State Police and has been since July 5, 2019. This Affiant is currently assigned to Troop I - Bethany Barracks, under the command of Lieutenant Josue Dorelus #043, and at all pertinent times mentioned herein was acting in his official capacity as such member of said department. The following facts and circumstances are stated from personal knowledge and observations as well as information received from fellow officers acting in their official capacity and from official reports.
2. That, the information contained in this affidavit pertains to multiple accusations of sexual assault and risk of injury to juveniles, involving an adult male offender and juvenile female victims. The names and identifying information of the victims will not be disclosed in the affidavit in compliance with the confidentiality requirements of sections 54-86d and 54-86e of the Connecticut General Statutes. The juvenile female victims will be referred to hereinafter as Victim #1, Victim #2, Victim #3 and Victim #4.
3. That on 12/22/2022, this Affiant was assigned to Patrol 2 on the evening shift. The Duty Supervisor was Sgt. Portorreal #286. This Affiant was operating my assigned State Police cruiser which was equipped with a Panasonic Arbitrator Mobil Video Recorder (MVR). This Affiant was also wearing the assigned Panasonic Body Worn Camera (BWC).
4. That at approximately 1837 hours, this Affiant was instructed by Troop I - Bethany desk personnel to report to [REDACTED] in Bethany for a reported of a sexual assault.
5. That on 12/22/22, Troop I received a fax from DCF about a [REDACTED] Victim #1, who reported that she was touched by an intern at the after school program, located at the Bethany Parks and Recreation. The intern was later identified as Anthony Mastrangelo (DOB 07/01/99). Bethany Parks and recreation is located at 40 Peck Rd in Bethany. As a result, DCF case worker, [REDACTED], was

(This is page 1 of a 5 page Affidavit.)

Date 6/11/24	Signed (Affiant) <i>[Signature]</i>
Jurat Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public) <i>[Signature]</i> 236

Finding

The foregoing Application for an arrest warrant, and affidavit(s) attached to said Application, having been submitted to and considered by the undersigned, the undersigned finds from said affidavit(s) that there is probable cause to believe that an offense has been committed and that the accused committed it and, therefore, that probable cause exists for the issuance of a warrant for the arrest of the above-named accused.

Date and Signature <i>[Signature]</i>	Signed at (City or town) Bethany	On (Date) 6-11-24	Signed (Judge/Judge Trial Referee) <i>[Signature]</i>	Name of Judge/Judge Trial Referee [Signature]
------------------------------------------	--------------------------------------------	-----------------------------	----------------------------------------------------------	---------------------------------------------------------

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

contacted. [REDACTED] stated that she was contacted by the Bethany School System, and that the parents of Victim #1 were the ones to file the complaint.

6. That, during Victim#1's investigation, three other victims were brought up. It should be noted that an Arrest Warrant for Victim #1's case was already approved and served to the defendant.

7. That on 2/3/23, this Affiant contacted Victim #2's mother, [REDACTED], in order to notify her of a pending investigation and to request a face to face meeting in order to update her on the progress of the investigation. At the time of the face to face meeting, this Affiant explained to [REDACTED] that there was an ongoing investigation at Parks and Rec in Bethany, CT and advised her that this Affiant was unable to give a tremendous amount of detail at the time but requested [REDACTED] to have a conversation with her daughter, (Victim #2 [REDACTED]), to determine if anything unusual had been going on at school or at the after school program at Parks and Rec. [REDACTED] verbalized understanding and agreed to contact me with pertinent details after the above mentioned conversation with her child (Victim #2) had taken place.

8. That on 2/8/23, at approximately 1600 hours, this Affiant met with Victim #2's mother, [REDACTED] at Troop I's lobby and obtained the following written, sworn statement; "Around 2/3/23, I, [REDACTED] received a call from Tpr Gouveia stating there was an investigation that I may have some information about. I then went to Troop I and met with Tpr Gouveia. Tpr Gouveia then informed me of an active investigation at the Parks and Rec, the after school program where my daughter (Victim #2) goes to. When I asked Tpr Gouveia what the investigation was about, Tpr Gouveia explained that he was unable to give me details as it was an active investigation and requested me to approach my daughter and ask her if she has observed any unusual activities or if she knows of anything that is going on at the Parks and Rec. On 02/04/23, I spoke with my daughter and asked her if something had been going on at Parks and Rec. My daughter then stated that there was something going on with her friends, Victims #1, #3 and #4. My daughter stated that Anthony, one of the Parks and Rec counselors, would touch them and make them feel uncomfortable. My daughter stated that he did it to lots of kids. My daughter then stated that the girls talked about it together and told someone (unknown). My daughter then stated that Anthony won't be able to work with children any more. When I asked my daughter if she was touched and where he touched her, she got upset and wouldn't say what happened but that it had been happening since December. My daughter stated that she didn't remember if it happened when she was in 3rd grade also."

9. That it should be noted that on 4/2/23 when this Affiant met with [REDACTED] stated the following: "In December of 2022, my daughter started having outbursts at home, saying she didn't want to go to Parks and Rec anymore and that she wished I was a stay at home mom. My daughter would say things like, "you don't love me." My daughter was very emotional. My daughter also refused her yearly

(This is page 2 of a 5 page Affidavit.)

Date	06/18/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/18/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature]
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/18/2024	[Signature]	6.18.24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11

C.G.S. § 54-2a

Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT

www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

examination at her doctors in March of 2023, where they check [REDACTED]"

10. That on Wednesday, March 22, 2023, at approximately 1430 hours, Victim #2 completed a Forensic Interview with [REDACTED]. [REDACTED] is a lead Forensic Interviewer at [REDACTED].

[REDACTED]. The interview took place at [REDACTED].

11. That this interview is regarding an accusation of sexual assault that took place between Victim #2 and her counselor, Anthony Mastrangelo (DOB: 07/01/1999).

12. That the interview was video/audio recorded and a copy of the CD was submitted as evidence with this report.

13. That the forensic interview is summarized as follows:

At the start of the interview, the social worker spends some time establishing a rapport with the victim. She does so by asking the victim to tell her some things about herself. After about 5 minutes, she begins her line of questioning. Victim #2 explains that she lives in Bethany, CT with [REDACTED]. When asked why she is there, she reports there was an incident at school that involved her and her friends that they had questions about. She explains that there was a counselor at school that was having the girls sit on his lap and put his hands down their pants [REDACTED]. She identified the counselor as Anthony and recalls that the incident happened at Parks and Rec in Bethany, CT. When asked to discuss the incident, at first, Victim #2 is resistant and doesn't want to talk about it. With some encouragement, she explains further that she has seen Anthony touching her friend, Victim #1's [REDACTED] with his hand, underneath her clothing. She states that Victim #1 was seated on his lap. She explains that this happened to her as well, more than once. She recalls one incident where she was playing hide and seek at Parks and Rec. Anthony asked her to come sit on his lap but she refused because she was playing. Eventually, after the game was over, she agreed to sit on his lap because he had asked her to do so. During the time she was on his lap, she reports that he put his hand down the back of her pants, [REDACTED]. She demonstrates on an anatomical chart where he was touching her which corresponds with the [REDACTED]. She used to go to the bathroom as an excuse to get off his lap and end the contact. She recalls that this type of incident happened to her at least 3-4 times. She can't recall exactly when the touching began but she believes the hide and seek game took place in January of 2023. She goes on to explain that she's been going to Parks and Rec for about 1.5 years and that Anthony has been a counselor there the entire time. She asks the social worker how it could be possible that no other counselors saw this happening, because she remembers another counselor that witnessed it, named [REDACTED]. She goes on to describe another incident at Parks and Rec where she was going to watch TV on the couch. She reports that Anthony picked her up around the waist and put her on his lap and put

(This is page 3 of a 5 page Affidavit.)

Date	06/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature]
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	06/18/2024	[Signature]	06-18-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

his hand down her pants and [REDACTED]. Finally, she remembers after going back to school for 4th grade. The touching started again about 4 days into being back to school. She discussed it with her close friends and they decided to tell a grown up about it. She denies any touching besides on her [REDACTED]. She also denies that he ever talked during the touching or asked her to touch him or asked her to keep the touching a secret. The interview concludes with her denying any concern with her body and with her stating that she feels safe at home but sometimes worries when she's in the shower that someone will come in through the window to hurt her. She denies having social media and denies ever being shown any inappropriate photos by anyone at any time and denies anyone ever taking photos [REDACTED]. She knows who to tell if anything like this were to ever happen again.

14. That on Friday, May 12th, 2023, at approximately 1700 hours, this Affiant went to Parks & Rec, located at 40 Peck Rd in Bethany, in order to interview a few employees.

15. That this interview is regarding an accusation of sexual assault that took place between a few children and their counselor, Anthony Mastrangelo (DOB: 07/01/1999).

16. That the interviews were video/audio recorded on my body worn camera (BWC).

17. That this Affiant met with counselor, [REDACTED] interview is summarized as follows:

She reports that she has been coming here since she was 8 but working/paid for a few years. She can't recall a handbook that she had to sign but reports that there's a beginning of the year meeting where the rules are reviewed and then a weekly staff meeting most weeks to discuss updates. She is not sure if there's a specific policy about touching but she doesn't usually do that and if she does she always asks for permission before she touches the kids. She knows Mastrangelo and would describe him as a friend. She has seen Mastrangelo with the kids, "sometimes too much, piggy back rides, things like that." It's not personally what she would do, but she admits that everyone's style is different. She reports that she has seen hugs and lap sitting between Mastrangelo and the kids, but no kissing observed.

18. That after speaking with [REDACTED] this Affiant met with counselor, [REDACTED] interview is summarized as follows:

He reports that he has been working there for 2 years paid, but was a CIT there prior and a camper there since he was little. He knows Mastrangelo and has known him since he was a kid. He describes Mastrangelo as a "great guy, nice as can be," and reports that he's never heard any complaints about Mastrangelo. He can't recall but thinks he may have signed some type of handbook/document when he was hired. From what he recalls, hugging is OK but kissing is not allowed. Personally, he doesn't like to

(This is page 4 of a 5 page Affidavit.)

Date	6/18/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/14/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	S. J. [Signature] 286
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/18/2024	[Signature]	6-14-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Blk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

be touched. He has observed lap sitting, has seen piggy back rides with other staff members (both male and female). He has seen Anthony with campers on his lap, but describes it as more on his knee than lap and nothing inappropriate going on. He has seen it here and there, not a daily occurrence.

19. That after speaking with [REDACTED], this Affiant met with counselor, [REDACTED] interview is summarized as follows:

He has been working at Parks & Rec for "many years". He reports that there is a handbook that requires a signature when you are hired. When asked about the policy on counselors touching the kids, he clarifies that obviously, sometimes, the younger kids want to hold hands and whatnot, but in general, they try to discourage touching and interacting physically with the kids. He cites the "one person, one seat" policy. He reports that he knows Mastrangelo and describes him as "an amazing guy." He never heard a complaint about Mastrangelo. That Mastrangelo is working on his master's degree in teaching and that they basically grew up together. He denies ever having witnessed any inappropriate touching of the children by Mastrangelo or any other counselors.

20. That, during this investigation, this Affiant received an e-mail from [REDACTED], a Paralegal from [REDACTED] Attorneys at Law, stating that their office had been retained to assist Anthony Mastrangelo. This Affiant then spoke to [REDACTED] Mastrangelo's Attorney, via telephone. [REDACTED] requested an update on the case and informed this Affiant that he advises all of his clients not to speak with the police. [REDACTED] then advised this Affiant that Mastrangelo would not be giving a statement and advised that if additional information was needed from Mastrangelo, law enforcement should contact his office first.

21. That this Affiant will be submitting separate arrest warrants for victims #3 and #4.

22. That, this Affiant had a previous encounter with the defendant in [REDACTED] during a residential alarm call at [REDACTED] in Bethany, CT. At the time, the defendant provided his name and date of birth and COLLECT/NCIC search yielded the defendant's state issued ID with photograph. The individual in the state issued ID photograph is identifiable to this Affiant as the defendant.

23. That, the undersigned Affiant has probable cause to believe, and in fact does believe, that Anthony Mastrangelo (DOB 07/01/99) of [REDACTED] Bethany did commit the following one (1) count in violation of Connecticut General Statutes 53-21(a)(2) Risk of Injury to a Minor and One (1) count in violation of Connecticut General Statutes 53a-73a(a)(1)(A) Sexual Assault in the Fourth Degree to Victim #1 while in the after school program in the Town of Bethany, CT.

24. That, this affidavit has not been presented to any judge, magistrate or court.

(This is page 5 of a 5 page Affidavit.)

Date	6/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature]
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/18/2024	[Signature]	6-14-24

V#3

INFORMATION

JD-CR-71 Rev. 3-11

STATE OF CONNECTICUT
SUPERIOR COURT

Disposition date
Agency number 1600

Police Case number
2200537235

Agency name
CSP- Troop I

Title, Allegation and Counts

State of Connecticut vs. (Name of accused) Mastrangelo, Anthony J		Residence (Town) of accused Bethany	Docket number	
Address [REDACTED]		Date of birth 07/01/1999	The undersigned Prosecuting Authority of the Superior Court of the State of Connecticut charges that:	
To be held at (Town) New Haven		Geographical area number 23		
Court One — Did commit the offense of: Risk of Injury to a Minor		Continued to	Purpose	Reason
At (Town) Bethany	On or about (Date) 2/24/22	In violation of General Statute number 53-21(a)(2)		
Court Two — Did commit the offense of: Sexual Assault in the Fourth Degree				
At (Town) Bethany	On or about (Date) 2/24/22	In violation of General Statute number 53a-73a(a)(1)(A)		
Court Three — Did commit the offense of:				
At (Town)	On or about (Date)	In violation of General Statute number		
<input type="checkbox"/> See other sheet for additional counts		Date 6/20/2024	Signed (Prosecuting Authority) [Signature]	

Court Action

Defendant advised of rights before plea		Bond	Surety	<input type="checkbox"/> 10 % Election (Date)				
(Judge)	(Date)			<input type="checkbox"/> Cash <input type="checkbox"/> CT <input type="checkbox"/> JY				
<input type="checkbox"/> Attorney <input type="checkbox"/> Public defender	Guardian	Bond change	Seized property inventory number					
Count	Plea date	Plea	Plea withdrawn Date	New plea	Verdict finding	Fine	Remit	Additional disposition
1						\$	\$	
2						\$	\$	
3						\$	\$	
Date		Other Court Action						Judge
Receipt number		Cost <input type="checkbox"/> IMP <input type="checkbox"/> NCI	Bond information <input type="checkbox"/> Bond forfeited <input type="checkbox"/> Forfeiture vacated <input type="checkbox"/> Forfeiture vacated and bond reinstated					
Application fee - receipt number if paid		Circle one W I Q	Program fee - receipt number if paid		Circle one W I Q	Probation fee - receipt number if paid		Circle one W I Q
Prosecutor on original disposition		Reporter/monitor on original disposition		Signed (Clerk)		Signed (Judge)		

JD-CR-71 Rev. 3-11

Disposition date

Agency number	1600
---------------	------

Geographical
area
number

23

State of Connecticut vs. Mastrangelo, Anthony J

To: Any Proper Officer of the State of Connecticut

By Authority of the State of Connecticut, you are hereby commanded to arrest the body of the within-named accused. ("X" all that apply)

- ☐ A. Accused is ordered to be brought before a clerk or assistant clerk of the Superior Court.
- ☐ B. Accused is not entitled to bail.

If A, B or both are checked above, you shall without undue delay bring the arrested person before the clerk or assistant clerk of the Superior Court for the geographical area where the offense is alleged to have been committed, or if the clerk's office is not open, to a community correctional center within said geographical area, or the nearest community correctional center if no such center exists in the geographical area, or to the Correctional Institution, as the case may be.

- ☒ C. Bail set at 100,000
- ☐ D. Non-financial conditions of release:

Extradition boundaries established by prosecutor

- ☐ E. Conditions of release not determined by court.

By the Court

Signed (Judge of the Superior Court)

Date _____

Name of Judge (Print or type)

Return On Arrest Warrant

Geographical
area
number

Town of

Date _____

State of Connecticut

Then and there, by virtue of the within and foregoing complaint and warrant, I arrested the body of the within-named accused and read the same in the hearing of said accused; and have said accused here in court for examination.

Attest (Officer's signature and Department)

[illegible]

ARREST WARRANT APPLICATION

JD-CR-64b Rev. 3-11

C.G.S. § 54-2a

Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

For Court Use Only

Supporting Affidavits sealed

☐ Yes☐ No

Police Case number

2200537235

Agency name

CSP- Troop I

Agency number

1600

Name (Last, First, Middle Initial)

Mastrangelo, Anthony J

Residence (Town) of accused

Bethany

Court to be held at (Town)

New Haven

Geographical

Area number 23

Application For Arrest Warrant

To: A Judge of the Superior Court

The undersigned hereby applies for a warrant for the arrest of the above-named accused on the basis of the facts set forth in the: ☒ Affidavit Below. ☐ Affidavit(s) Attached.

Date

4/20/2024

Signed (Prosecuting authority)

Type/print name of prosecuting authority

A. Russo

Affidavit

The undersigned affiant, being duly sworn, deposes and says:

1. That the Affiant, Trooper Ewerton Gouveia, #1196, being duly sworn does depose and state that he is a member of the Connecticut State Police and has been since July 5, 2019. This Affiant is currently assigned to Troop I - Bethany Barracks, under the command of Lieutenant Josue Dorelus #043, and at all pertinent times mentioned herein was acting in his official capacity as such member of said department. The following facts and circumstances are stated from personal knowledge and observations as well as information received from fellow officers acting in their official capacity and from official reports.

2. That, the information contained in this affidavit pertains to multiple accusations of sexual assault and risk of injury to juveniles, involving an adult male offender and juvenile female victims. The names and identifying information of the victims will not be disclosed in the affidavit in compliance with the confidentiality requirements of sections 54-86d and 54-86e of the Connecticut General Statutes. The juvenile female victims will be referred to hereinafter as Victim #1, Victim #2, Victim #3 and Victim #4.

3. That on 12/22/2022, this Affiant was assigned to Patrol 2 on the evening shift. The Duty Supervisor was Sgt. Portorreal #286. This Affiant was operating my assigned State Police cruiser which was equipped with a Panasonic Arbitrator Mobil Video Recorder (MVR). This Affiant was also wearing the assigned Panasonic Body Worn Camera (BWC).

4. That at approximately 1837 hours, this Affiant was instructed by Troop I - Bethany desk personnel to report to [REDACTED] in Bethany for a reported of a sexual assault.

5. That on 12/22/22, Troop I received a fax from DCF about [REDACTED] Victim #1 who reported that she was touched by an intern at the after school program, located at the Bethany Parks and Recreation. The intern was later identified as Anthony Mastrangelo (DOB 07/01/99). Bethany Parks and recreation is located at 40 Peck Rd in Bethany. As a result, DCF case worker, [REDACTED], was

(This is page 1 of a 5 page Affidavit.)

Date

6/11/24

Signed (Affiant)

Jurat

Subscribed and sworn to before me on (Date)

26/11/24

Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)

Sgt. Portorreal #286

Finding

The foregoing Application for an arrest warrant, and affidavit(s) attached to said Application, having been submitted to and considered by the undersigned, the undersigned finds from said affidavit(s) that there is probable cause to believe that an offense has been committed and that the accused committed it and, therefore, that probable cause exists for the issuance of a warrant for the arrest of the above-named accused.

Date and
Signature

Signed at (City or town)

On (Date)

6-11-24

Signed (Judge/Judge Trial Referee)

Name of Judge/Judge Trial Referee

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11

C.G.S. § 54-2a

Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

contacted. [REDACTED] stated that she was contacted by the Bethany School System, and that the parents of Victim #1 were the ones to file the complaint.

6. That, during Victim #1's investigation, three other victims were brought up. It should be noted that an Arrest Warrant for Victim #1's case was already approved and served to the defendant and an Arrest Warrant for Victim #2's case has been submitted to GA-23.

7. That on 2/3/23, this Affiant contacted Victim #3's father, [REDACTED] in order to notify him of a pending investigation and to request a face to face meeting in order to update him on the progress of the investigation. At the time of the face to face meeting, this Affiant explained to [REDACTED] that there was an ongoing investigation at Parks and Rec in Bethany, CT and advised him that this Affiant was unable to give a tremendous amount of detail at the time but requested [REDACTED] to have a conversation with his daughter, (Victim #3 [REDACTED]), to determine if anything unusual had been going on at school or at the after school program at Parks and Rec. [REDACTED] verbalized understanding and stated that he was aware of the incident as Victim #1's parents contacted him first. [REDACTED] then stated that he would come to Troop I's barracks in order to meet this Affiant in person and provide a statement.

8. That on 02/8/23, at approximately 1630 hours, this Affiant met with [REDACTED] at Troop I's lobby and he confirmed from speaking with his daughter that she had been touched inappropriately by Mastrangelo. Specifically, Victim #3 told her father that Mastrangelo's hand would touch the top of her [REDACTED] during back rubs. After receiving this information, this Affiant took steps to schedule a forensic interview for Victim #3.

9. That on Monday, February 27, 2023, at approximately 1300 hours, Victim #3 completed a Forensic Interview with [REDACTED]. [REDACTED] is a lead Forensic Interviewer at the [REDACTED]. The interview took place at [REDACTED].

10. That this interview is regarding an accusation of sexual assault that took place between Victim #3 and her counselor, Anthony Mastrangelo (DOB: 07/01/1999).

11. That the interview was video/audio recorded and a copy of the CD was submitted as evidence with this report.

12. That the forensic interview is summarized as follows:

At the time of the forensic interview, the social worker [REDACTED] spends about 8 minutes establishing a rapport and trust with the victim, before beginning to ask questions related to the incident(s) in question. Victim #3 states that she lives in Bethany with [REDACTED]. She states that she

(This is page 2 of a 5 page Affidavit.)

Date	6/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature] #286
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	8-24-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11

C.G.S. § 54-2a

Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

thinks she was asked to come in today for questions because her friend, Victim #1, told her parents about an after school counselor touching her inappropriately. Her parents then told the school and told her parents as well. She also states the police were notified and now the counselor doesn't work there anymore. She reports that she was touched inappropriately by a counselor at her after school program at Parks and Rec [REDACTED]. She identifies the counselor as Anthony Mastrangelo. She describes Anthony as very tall with an old face and short hair. She recalls that he wears a lot of UCONN Husky sweatshirts.

At first, Victim #3 denies anyone touching her and denies seeing Victim #1 being touched. She denies having any real worries about her body but she is worried about getting an infection in [REDACTED]. She goes on to explain that her parents told her that she can get an infection if people are touching her inappropriately and she is worried about this because Anthony put his hands down her pants [REDACTED].

She describes two separate incidents. During the first incident, she was [REDACTED] and she recalls that she was in the "pink room" at parks and rec. She remembers that Anthony picked her up around the waist and put her on his lap. This happened on a couch in the pink room at parks and rec. During this incident, his hand was down her pants [REDACTED]. She recalls that he left his hand there and was making contact with her [REDACTED]. Victim #3 described that his hand was "like in the middle of my [REDACTED] in the middle [REDACTED]". When asked about contact with her [REDACTED], Victim #3 stated that Mastrangelo's hand was "[REDACTED]". [REDACTED]. "She said he would fidget and move his hands sometimes and that he would use his hand to [REDACTED]. She would make excuses to go to the bathroom and get off his lap. She also mentions that she saw (Victim #1) sitting on Anthony's lap once and his hand was down her pants as well. The second incident she describes also happened in the "pink room" at parks and rec. This time, he asked her to sit on his lap but didn't wait for her reply before he picked her up and put her on his lap. This time he put his hand down her pants, but it was [REDACTED]. She recalls feeling slightly less uncomfortable than she did during the first incident.

She goes on to say that she hasn't seen Anthony since around the time of Winter break. She states that he doesn't work there anymore and no one touches her anymore. She also reports that he never told her not to tell anyone. She mentions that this has maybe also happened to her friend Victim #4, who told her about it but she didn't witness it. The interview concludes with Victim #3 denying anyone taking pictures of her or asking her for something inappropriate. She reports that she feels safe at home, isn't [REDACTED] and knows who to talk to if someone touches her inappropriately. When asked about body worries, she again expresses concern with potential infection [REDACTED].

13. That on Friday, May 12th, 2023, at approximately 1700 hours, this Affiant went to Parks & Rec,

(This is page 3 of a 5 page Affidavit.)

Date	6/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature]
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	6-11-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11

C.G.S. § 54-2a

Pr. Blk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

located at 40 Peck Rd in Bethany, in order to interview a few employees.

14. That this interview is regarding an accusation of sexual assault that took place between a few children and their counselor, Anthony Mastrangelo (DOB: 07/01/1999).

15. That the interviews were video/audio recorded on my body worn camera (BWC).

16. That this Affiant met with counselor, [REDACTED] interview is summarized as follows:

She reports that she has been coming here since she was 8 but working/paid for a few years. She can't recall a handbook that she had to sign but reports that there's a beginning of the year meeting where the rules are reviewed and then a weekly staff meeting most weeks to discuss updates. She is not sure if there's a specific policy about touching but she doesn't usually do that and if she does she always asks for permission before she touches the kids. She knows Mastrangelo and would describe him as a friend. She has seen Mastrangelo with the kids, "sometimes too much, piggy back rides, things like that." It's not personally what she would do, but she admits that everyone's style is different. She reports that she has seen hugs and lap sitting between Mastrangelo and the kids, but no kissing observed.

17. That after speaking with [REDACTED], this Affiant met with counselor, [REDACTED] interview is summarized as follows:

He reports that he has been working there for 2 years paid, but was a CIT there prior and a camper there since he was little. He knows Mastrangelo and has known him since he was a kid. He describes Mastrangelo as a "great guy, nice as can be," and reports that he's never heard any complaints about Mastrangelo. He can't recall but thinks he may have signed some type of handbook/document when he was hired. From what he recalls, hugging is OK but kissing is not allowed. Personally, he doesn't like to be touched. He has observed lap sitting, has seen piggy back rides with other staff members (both male and female). He has seen Anthony with campers on his lap, but describes it as more on his knee than lap and nothing inappropriate going on. He has seen it here and there, not a daily occurrence.

18. That after speaking with [REDACTED] this Affiant met with counselor, [REDACTED] interview is summarized as follows:

He has been working at Parks & Rec for "many years". He reports that there is a handbook that requires a signature when you are hired. When asked about the policy on counselors touching the kids, he clarifies that obviously, sometimes, the younger kids want to hold hands and whatnot, but in general, they try to discourage touching and interacting physically with the kids. He cites the "one person, one seat" policy. He reports that he knows Mastrangelo and describes him as "an amazing guy." He never heard a complaint about Mastrangelo. That Mastrangelo is working on his master's

(This is page 4 of a 5 page Affidavit.)

Date	6/14/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 6/14/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature] 0236
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	6-24-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11

C.G.S. § 54-2a

Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

degree in teaching and that they basically grew up together. He denies ever having witnessed any inappropriate touching of the children by Mastrangelo or any other counselors.

19. That, during this investigation, this Affiant received an e-mail from [REDACTED] a Paralegal from [REDACTED] Attorneys at Law, stating that their office had been retained to assist Anthony Mastrangelo. This Affiant then spoke to [REDACTED] Mastrangelo's Attorney, via telephone. [REDACTED] requested an update on the case and informed this Affiant that he advises all of his clients not to speak with the police. [REDACTED] then advised this Affiant that Mastrangelo would not be giving a statement and advised that if additional information was needed from Mastrangelo, law enforcement should contact his office first.

20. That, this Affiant will be submitting a separate arrest warrant for Victim #2 and Victim #4.

21. That, this Affiant had a previous encounter with the defendant in [REDACTED] during a residential alarm call at [REDACTED] in Bethany, CT. At the time, the defendant provided his name and date of birth and COLLECT/NCIC search yielded the defendant's state issued ID with photograph. The individual in the state issued ID photograph is identifiable to this Affiant as the defendant.

22. That, the undersigned Affiant has probable cause to believe, and in fact does believe, that Anthony Mastrangelo (DOB 07/01/99) of [REDACTED], Bethany did commit the following one (1) count in violation of Connecticut General Statutes 53-21(a)(2) Risk of Injury to a Minor and One (1) count in violation of Connecticut General Statutes 53a-73a(a)(1)(A) Sexual Assault in the Fourth Degree to Victim #1 while in the after school program in the Town of Bethany, CT.

23. That, this affidavit has not been presented to any judge, magistrate or court.

(This is page 5 of a 5 page Affidavit.)

Date	6/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature] #236
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	6-21-24

V#4

INFORMATION

JD-CR-71 Rev. 3-11

STATE OF CONNECTICUT
SUPERIOR COURT

Disposition date

Police Case number

2200537235

Agency name

CSP- Troop I

Agency number

1600

Title, Allegation and Counts

State of Connecticut vs. (Name of accused)

Mastrangelo, Anthony J

Residence (Town) of accused

Bethany

Docket number

Address

Date of birth

07/01/1999

The undersigned Prosecuting
Authority of the Superior Court
of the State of Connecticut
charges that:

To be held at (Town)

New Haven

Geographical
area
number 23

Court date

Count One — Did commit the offense of:

Sexual Assault in the First Degree

Continued to

Purpose

Reason

At (Town)

Bethany

On or about (Date)

Summer 2022

In violation of General Statute number

53a-70(a)(2)

Count Two — Did commit the offense of:

Risk of Injury to a Minor

At (Town)

Bethany

On or about (Date)

Diverse dates 2021-2022

In violation of General Statute number

53-21(a)(2)

Count Three — Did commit the offense of:

Sexual Assault in the Fourth Degree

At (Town)

Bethany

On or about (Date)

Diverse dates 2021-2022

In violation of General Statute number

53a-73a(a)(1)(A)

☐ See other sheet for additional counts

Date

6/20/2024

Signed (Prosecuting Authority)

[Signature]

Court Action

Defendant advised of rights before plea

(Judge)

(Date)

Bond

Surety

☐ 10 %

Election

(Date)

☐ Cash

☐ CT

☐ JY

☐ Attorney

☐ Public defender

Guardian

Bond change

Seized property inventory number

Count	Plea date	Plea	Plea withdrawn		Verdict finding	Fine	Remit	Additional disposition
			Date	New plea				
1						\$	\$	
2						\$	\$	
3						\$	\$	

Date	Other Court Action	Judge

Receipt number	Cost <input type="checkbox"/> IMP <input type="checkbox"/> NCI	Bond information <input type="checkbox"/> Bond forfeited <input type="checkbox"/> Forfeiture vacated <input type="checkbox"/> Forfeiture vacated and bond reinstated
Application fee - receipt number if paid	Circle one W I Q	Program fee - receipt number if paid
Prosecutor on original disposition	Reporter/monitor on original disposition	Signed (Clerk)
		Signed (Judge)

JD-CR-71 Rev. 3-11

Disposition date

Agency number	1600
---------------	------

Geographical
area
number

23

To: Any Proper Officer of the State of Connecticut

☐ A. Accused is ordered to be brought before a clerk or assistant clerk of the Superior Court.

☐ B. Accused is not entitled to bail.

☒ C. Bail set at \$20,000 c/s

Extradition boundaries established by prosecutor

☐ E. Conditions of release not determined by court.

By the Court

Signed (Judge of the Superior Court)

Date _____

8-4-27

Name of Judge (Print or type)

Wine

Geographical
area
number

23

Town of

New Haven

Date _____

6/25/24

State of Connecticut

Then and there, by virtue of the within and foregoing complaint and warrant, I arrested the body of the within-named accused and read the same in the hearing of said accused; and have said accused here in court for examination.

Attest (Officer's signature and Department)

Department PR 1196
Other Court action

CSP I

Date _____

Other Court action

Judge

ARREST WARRANT APPLICATION

JD-CR-64b Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

For Court Use Only

Supporting Affidavits sealed

☐ Yes ☐ No

Police Case number 2200537235	Agency name CSP- Troop I	Agency number 1600
Name (Last, First, Middle Initial) Mastrangelo, Anthony J	Residence (Town) of accused Bethany	Court to be held at (Town) New Haven
		Geographical Area number 23

Application For Arrest Warrant

To: A Judge of the Superior Court

The undersigned hereby applies for a warrant for the arrest of the above-named accused on the basis of the facts set forth in the: ☒ Affidavit Below. ☐ Affidavit(s) Attached.

Date 6/20/2024	Signed (Prosecuting authority) <i>[Signature]</i>	Type/print name of prosecuting authority Adrienne Russo
--------------------------	------------------------------------------------------	-------------------------------------------------------------------

Affidavit

The undersigned affiant, being duly sworn, deposes and says:

1. That the Affiant, Trooper Ewerton Gouveia, #1196, being duly sworn does depose and state that he is a member of the Connecticut State Police and has been since July 5, 2019. This Affiant is currently assigned to Troop I - Bethany Barracks, under the command of Lieutenant Josue Dorelus #043, and at all pertinent times mentioned herein was acting in his official capacity as such member of said department. The following facts and circumstances are stated from personal knowledge and observations as well as information received from fellow officers acting in their official capacity and from official reports.

2. That, the information contained in this affidavit pertains to multiple accusations of sexual assault and risk of injury to juveniles, involving an adult male offender and juvenile female victims. The names and identifying information of the victims will not be disclosed in the affidavit in compliance with the confidentiality requirements of sections 54-86d and 54-86e of the Connecticut General Statutes. The juvenile female victims will be referred to hereinafter as Victim #1, Victim #2, Victim #3 and Victim #4.

3. That on 12/22/2022, this Affiant was assigned to Patrol 2 on the evening shift. The Duty Supervisor was Sgt. Portorreal #286. This Affiant was operating my assigned State Police cruiser which was equipped with a Panasonic Arbitrator Mobil Video Recorder (MVR). This Affiant was also wearing the assigned Panasonic Body Worn Camera (BWC).

4. That at approximately 1837 hours, this Affiant was instructed by Troop I - Bethany desk personnel to report to [REDACTED] in Bethany for a reported of a sexual assault.

5. That on 12/22/22, Troop I received a fax from DCF about a nine-year-old Victim #1, who reported that she was touched by an intern at the after school program, located at the Bethany Parks and Recreation. The intern was later identified as Anthony Mastrangelo (DOB 07/01/99). Bethany Parks and recreation is located at 40 Peck Rd in Bethany. As a result, DCF case worker [REDACTED] was

(This is page 1 of a 6 page Affidavit.)

Date 6/11/24	Signed (Affiant) <i>[Signature]</i>
Jurat Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public) <i>[Signature]</i> #286

Finding

The foregoing Application for an arrest warrant, and affidavit(s) attached to said Application, having been submitted to and considered by the undersigned, the undersigned finds from said affidavit(s) that there is probable cause to believe that an offense has been committed and that the accused committed it and, therefore, that probable cause exists for the issuance of a warrant for the arrest of the above-named accused.

Date and Signature <i>[Signature]</i>	Signed at (City or town) Bethany	On (Date) 6-21-24	Signed (Judge/Judge Trial Referee) <i>[Signature]</i>	Name of Judge/Judge Trial Referee <i>[Signature]</i>
------------------------------------------	--------------------------------------------	-----------------------------	----------------------------------------------------------	---------------------------------------------------------

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

contacted. [REDACTED] stated that she was contacted by the Bethany School System, and that the parents of Victim #1 were the ones to file the complaint.

6. That, during Victim #1's investigation, three other victims were brought up. It should be noted that an Arrest Warrant for Victim #1's case was already approved and served to the defendant.

7. That on 03/01/23, this Affiant was instructed to contact [REDACTED] was reporting that his daughter (Victim #4) was a victim of an inappropriate touching that occurred during the after school program and at the summer camp at the Parks & Rec in Bethany CT.

8. That on 03/04/23, at approximately 1500 hours, this affiant met with [REDACTED] at [REDACTED] residence, located in [REDACTED]. This Affiant then obtained the following written, sworn statement from [REDACTED] "I am writing this statement to inform the proper authorities about a disturbing situation with my daughter, Victim #4, has made myself and my wife [REDACTED] aware of. When we lived in Bethany, CT. My daughter attended the summer camp program through the local parks and rec and also attended Bethany Community School. She would also go to the after school program at Parks and Rec. She had many friends and enjoyed her time living in the area. We moved to [REDACTED] and she now attends the local school system here. She is doing really well and has once again made many friends. She has remained in contact with some of her closer friends from Bethany and plans to continue those relationships. On Tuesday night February 28/2023, my daughter told me that during her time at the Bethany Park and Rec summer program and the after school program (2021 & 2022) she was touched by a man named Anthony in very inappropriate ways, more than once. She informed me that she was not the only young girl making this claim and the others were beginning to talk about this with their parents and the police. This man Anthony was a counselor at the park and rec summer program and the after school program the entire time my daughter was there.

In our discussions about this situation, my daughter told me that while swimming in the lake at Veterans Memorial Park this man Anthony would put his hand down the back of her pants. She stated that he would attempt to help her swim and then begin to touch her in a way that made her very uncomfortable. More than once she told him "that's weird" and would quickly swim away. At this point she has not given me more detail than this and I have not pushed. My wife and my mother are both talking to her on a regular basis to make sure she understands how wrong this was and that she can speak about it safely. This situation at the lake happened multiple times.

My daughter also stated that he would touch her inappropriately while at the park and rec after school building. She would finish school and report to the program on Peck Rd [REDACTED] each day.

Many times, I would greet Anthony to pick up my daughter and witness him with young girls sitting on his lap. He would have her and other girls do this and she stated "he would again put his hand in her pants while sitting on his knees". This happened more than once.

I absolutely believe my daughter's statement. Her story, the times, the people and situation have been

(This is page 2 of a 6 page Affidavit.)

Date	06/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature]
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	06/20/2024	[Signature]	6-21-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11

C.G.S. § 54-2a

Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT

www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

consistent in each telling. My question is why a grown man was being allowed to have little girls sit on his lap that are not his child. I want this man charged and punished for betraying her trust and the trust of the families in town."

10. That on Wednesday, March 22, 2023, at approximately [REDACTED] Victim #4 completed a Forensic Interview with [REDACTED] Forensic Interviewer at the [REDACTED]. The interview took place at [REDACTED].

11. That this interview is regarding an accusation of sexual assault that took place between Victim #4 and her counselor, Anthony Mastrangelo (DOB: 07/01/1999).

12. That the interview was video/audio recorded and a copy of the CD was submitted as evidence with this report.

13. That the forensic interview is summarized as follows:

The social worker begins the interview by introducing herself, members of the investigative team and where the interview is taking place. She spends about 5-10 minutes establishing a rapport with the victim, and introducing her to the interview room. Victim #4 tells the social worker some things about herself, walks her through a typical [REDACTED] school day for her and becomes more comfortable.

The social worker begins the line of questioning by asking about Victim #4's home life. She reports that she lives at home with her mom, dad, [REDACTED]. She tells the social worker that she knows she is there to discuss an incident that happened at school with a counselor named Anthony who works at her after school care (Parks and Rec in Bethany, CT). She doesn't know Anthony's last name. She reports that he has been putting his hand down her pants and touching her at Parks and Rec (both inside the building and outside the building). She also reports that he touched her inside her bathing suit while swimming in the lake during the Parks and Rec Summer camp at Bethany Memorial Park in Bethany, CT. The touching during Parks and Rec occurred while she was sitting on his lap. She also reports that he did the same thing to some of her friends (Victims #1, #2 and #3). The first incident that she recalls where he touched her took place around the swings, outside at the Bethany Memorial Park. [REDACTED]

[REDACTED] It made her uncomfortable.

(This is page 3 of a 6 page Affidavit.)

Date	6/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature] #236
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	6/24/24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

She made an excuse to go join her friends on the playground. [REDACTED]

[REDACTED] describes her private area feeling weird [REDACTED]

[REDACTED] Other times at summer camp, she was sitting on a bench in the park area on his lap. The bench was near the swings. She draws a picture of what the area looked like for the social worker. She describes Anthony as having a weird face, short hair and thinks he is blind in one eye. She also recalls that in some cases, there were people around when it happened and other times there was no one who would have seen. She thinks that in 1st and second grade, the touching was down the back of her pants and was only her butt. In 3rd grade, in the water, he touched her front. She reports that the touching only stopped because she moved away and stopped attending Parks and Rec.

She denies Anthony ever asking her not to tell anyone about the touching. She denies Anthony ever asking her to touch him. She also reports she never actually witnessed Anthony touching any of her friends but they told her he had (Victims#1, #2 and #3).

She has no major concerns about her body and reports that she feels safe at home. She knows who to tell if anything like this were to happen again (she'd tell her dad).

14. That on Friday, May 12th, 2023, at approximately 1700 hours, this Affiant went to Parks & Rec, located at 40 Peck Rd in Bethany, in order to interview a few employees.

15. That this interview is regarding an accusation of sexual assault that took place between a few children and their counselor, Anthony Mastrangelo (DOB: 07/01/1999).

16. That the interviews were video/audio recorded on my body worn camera (BWC).

17. That this Affiant met with [REDACTED] interview is summarized as follows:

She reports that she has been coming here since [REDACTED] but working/paid for a few years. She can't recall a handbook that she had to sign but reports that there's a beginning of the year meeting where the rules are reviewed and then a weekly staff meeting most weeks to discuss updates. She is not sure if there's a specific policy about touching but she doesn't usually do that and if she does she always asks for permission before she touches the kids. She knows Mastrangelo and would describe him as a friend. She has seen Mastrangelo with the kids, "sometimes too much, piggy back rides, things like that." It's not personally what she would do, but she admits that everyone's style is different. She reports that she has seen hugs and lap sitting between Mastrangelo and the kids, but no kissing observed.

(This is page 4 of a 6 page Affidavit.)

Date	6/14/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 06/14/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	[Signature]
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	6/21/24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

18. That after speaking with [REDACTED] this Affiant met with counselor [REDACTED] interview is summarized as follows:

He reports that he has been working there for 2 years paid, but was a CIT there prior and a camper there since he was little. He knows Mastrangelo and has known him since he was a kid. He describes Mastrangelo as a "great guy, nice as can be," and reports that he's never heard any complaints about Mastrangelo. He can't recall but thinks he may have signed some type of handbook/document when he was hired. From what he recalls, hugging is OK but kissing is not allowed. Personally, he doesn't like to be touched. He has observed lap sitting, has seen piggy back rides with other staff members (both male and female). He has seen Anthony with campers on his lap, but describes it as more on his knee than lap and nothing inappropriate going on. He has seen it here and there, not a daily occurrence.

19. That after speaking with [REDACTED] this Affiant met with counselor [REDACTED] interview is summarized as follows:

He has been working at Parks & Rec for "many years". He reports that there is a handbook that requires a signature when you are hired. When asked about the policy on counselors touching the kids, he clarifies that obviously, sometimes, the younger kids want to hold hands and whatnot, but in general, they try to discourage touching and interacting physically with the kids. He cites the "one person, one seat" policy. He reports that he knows Mastrangelo and describes him as "an amazing guy." He never heard a complaint about Mastrangelo. That Mastrangelo is working on his master's degree in teaching and [REDACTED] He denies ever having witnessed any inappropriate touching of the children by Mastrangelo or any other counselors.

20. That, during this investigation, this Affiant received an e-mail from [REDACTED] a Paralegal from [REDACTED] Attorneys at Law, stating that their office had been retained to assist Anthony Mastrangelo. This Affiant then spoke to [REDACTED] Mastrangelo's Attorney, via telephone. [REDACTED] requested an update on the case and informed this Affiant that he advises all of his clients not to speak with the police. [REDACTED] then advised this Affiant that Mastrangelo would not be giving a statement and advised that if additional information was needed from Mastrangelo, law enforcement should contact his office first.

21. That, this Affiant will be submitting separate arrest warrants for Victims #2 and #3.

22. That, this Affiant had a previous encounter with the defendant in [REDACTED] during a residential alarm call at [REDACTED] in Bethany, CT. At the time, the defendant provided his name and date of birth and COLLECT/NCIC search yielded the defendant's state issued ID with photograph. The individual in the state issued ID photograph is identifiable to this Affiant as the defendant.

(This is page 5 of a 6 page Affidavit.)

Date	6/11/24	Signed (Affiant)	[Signature]
Jurat	Subscribed and sworn to before me on (Date) 6/11/24	Signed (Judge/Clerk/Commissioner of Superior Court, Notary Public)	[Signature] #236
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
[Signature]	6/20/2024	[Signature]	6-21-24

ARREST WARRANT APPLICATION

JD-CR-64a Rev. 3-11
C.G.S. § 54-2a
Pr. Bk. Sec. 36-1, 36-2, 36-3

STATE OF CONNECTICUT
SUPERIOR COURT

www.jud.ct.gov


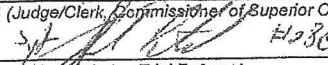
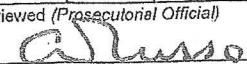
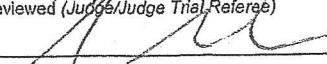
Name (Last, First, Middle Initial)	Residence (Town) of accused	Court to be held at (Town)	Geographical Area number
Mastrangelo, Anthony J	Bethany	New Haven	23

Affidavit - Continued

23. That, the undersigned Affiant has probable cause to believe, and in fact does believe, that Anthony Mastrangelo (DOB 07/01/99) of 4 split Rock Rd, Bethany did commit the following one (1) count in violation of Connecticut General Statutes 53a-70(a)(2) Sexual Assault in the First Degree, one (1) count in violation of Connecticut General Statutes 53-21(a)(2) Risk of Injury to a Minor and One (1) count in violation of Connecticut General Statutes 53a-73a(a)(1)(A) Sexual Assault in the Fourth Degree to Victim #4 while in the after school program/summer camp in the Town of Bethany, CT.

24. That, this affidavit has not been presented to any judge, magistrate or court.

(This is page 6 of a 6 page Affidavit.)

Date	6/11/24	Signed (Affiant)	
Jurat	Subscribed and sworn to before me on (Date) 06/11/24	Signed (Judge/Clerk, Commissioner of Superior Court, Notary Public)	 #1236
Reviewed (Prosecutorial Official)	Date	Reviewed (Judge/Judge Trial Referee)	Date
	6/20/2024		6-21-24



Monday,
July 1, 2024
Docket Search
by Court Location

Monday,
July 1, 2024
Docket Search
by Defendant

Pending Cases
Search by Defendant

Pending Cases
Search by Docket Number

Convictions Search
by Defendant

Convictions Search
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up
Numbers

GA Court Phone
Numbers

JD Court Phone
Numbers

Home

Pending Case Detail

Information is accurate as of June 29, 2024 05:14 AM

Defendant Information

Last, First: MASTRANGELO ANTHONY JOSEPH **Represented By:** 407894 HASSETT & GEORGE PC
Birth Year: 1999 **Times on the Docket:** 3

Docket Information

Docket No: NNH -CR24-0254174-T **Arresting Agency:** CSP TROOP I
Companion:
Program:
Court: New Haven JD **Arrest Date:** 5/24/2024
Bond Amount: \$100,000 (This case only)
Bond Type: Professional Surety
Miscellaneous: (Released From Custody)

Activity: Pre-Trial **Next Court Date:** 9/4/2024 11:00 AM

Current Charges

Statute	Description	Class	Type	Occ	Offense Date	Plea	Verdict Finding
53a-70(a)(2)	SEX 1-VCTM<13YR ACTOR>2Y OLDER	A	Felony	1	12/21/2022	Not Guilty	
53-21	RISK OF INJURY TO CHILD	C	Felony	1	12/21/2022	Not Guilty	
53a-73a	SEXUAL ASSAULT 4TH DEG	A	Misdemeanor	1	12/21/2022	Not Guilty	

CT SAVIN - (Connecticut Statewide Automated Victim Information and Notification) is a free, confidential service that gives crime victims and members of the community information about an offender's court case.

Register with CT SAVIN

Back

[Attorneys](#) | [Case Look-up](#) | [Courts](#) | [Directories](#) | [Educational Resources](#) | [E-Services](#) | [FAQ's](#) | [Juror Information](#) | [Media](#) | [Opinions](#) | [Opportunities](#) | [Self-Help](#) | [Home](#)

[Common Legal Terms](#) | [Contact Us](#) | [Site Map](#) | [Website Policies](#)

Copyright © 2024, State of Connecticut Judicial Branch



Monday,
July 1, 2024
Docket Search
by Court Location

Monday,
July 1, 2024
Docket Search
by Defendant

Pending Cases
Search by Defendant

Pending Cases
Search by Docket Number

Convictions Search
by Defendant

Convictions Search
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up
Numbers

GA Court Phone
Numbers

JD Court Phone
Numbers

Home

Pending Case Detail

Information is accurate as of June 29, 2024 05:14 AM

Defendant Information

Last, First: MASTRANGELO ANTHONY JOSEPH

Represented By:

Birth Year: 1999

Times on the Docket: 2

Docket Information

Docket No: N23N-CR24-0254667-S

Arresting Agency: CSP TROOP I

Companion:

Program:

Arrest Date: 6/25/2024

Court: New Haven GA 23

Bond Amount: \$150,000 (This case only)

Bond Type: Professional Surety

Miscellaneous:

(Released From Custody)

**Next
Court**

Activity: Arraignment

Date: 7/10/2024 10:00 AM

Current Charges

Statute	Description	Class	Type	Occ	Offense Date	Plea	Verdict Finding
53a-73a	SEXUAL ASSAULT 4TH DEG	A	Misdemeanor	1	5/8/2024		
53-21(a)(2)**	ILL SEXUAL CONTACT-VCTM	B	Felony	1	5/8/2024		

CT SAVIN - (Connecticut Statewide Automated Victim Information and Notification) is a free, confidential service that gives crime victims and members of the community information about an offender's court case.

Register with CT SAVIN

Back

[Attorneys](#) | [Case Look-up](#) | [Courts](#) | [Directories](#) | [Educational Resources](#) | [E-Services](#) | [FAQ's](#) | [Juror Information](#) | [Media](#) | [Opinions](#) | [Opportunities](#) | [Self-Help](#) | [Home](#)

[Common Legal Terms](#) | [Contact Us](#) | [Site Map](#) | [Website Policies](#)

Copyright © 2024, State of Connecticut Judicial Branch



Monday,
July 1, 2024
Docket Search
by Court Location

Monday,
July 1, 2024
Docket Search
by Defendant

Pending Cases
Search by Defendant

Pending Cases
Search by Docket Number

Convictions Search
by Defendant

Convictions Search
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up
Numbers

GA Court Phone
Numbers

JD Court Phone
Numbers

Home

Pending Case Detail

Information is accurate as of June 29, 2024 05:14 AM

Defendant Information

Last, First: MASTRANGELO ANTHONY JOSEPH

Represented By:

Birth Year: 1999

Times on the Docket: 2

Docket Information

Docket No: N23N-CR24-0254668-S

Arresting Agency: CSP TROOP I

Companion:

Program:

Arrest Date: 6/25/2024

Court: New Haven GA 23

Bond Amount: \$50,000 (This case only)

Bond Type: Professional Surety

Miscellaneous:

(Released From Custody)

**Next
Court**

Activity: Arraignment

Date: 7/10/2024 10:00 AM

Current Charges

Statute	Description	Class	Type	Occ	Offense Date	Plea	Verdict Finding
53-21(a)(2)**	ILL SEXUAL CONTACT-VCTM	B	Felony	1	1/1/2023		
53a-73a(a)(1B	SEX 4-V=13/14 YR,ACTR>3YR OLDR	D	Felony	1	1/1/2023		

CT SAVIN - (Connecticut Statewide Automated Victim Information and Notification) is a free, confidential service that gives crime victims and members of the community information about an offender's court case.

Register with CT SAVIN

Back

[Attorneys](#) | [Case Look-up](#) | [Courts](#) | [Directories](#) | [Educational Resources](#) | [E-Services](#) | [FAQ's](#) | [Juror Information](#) | [Media](#) | [Opinions](#) | [Opportunities](#) | [Self-Help](#) | [Home](#)

[Common Legal Terms](#) | [Contact Us](#) | [Site Map](#) | [Website Policies](#)

Copyright © 2024, State of Connecticut Judicial Branch



Monday,
July 1, 2024
Docket Search
by Court Location

Monday,
July 1, 2024
Docket Search
by Defendant

Pending Cases
Search by Defendant

Pending Cases
Search by Docket Number

Convictions Search
by Defendant

Convictions Search
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up
Numbers

GA Court Phone
Numbers

JD Court Phone
Numbers

Home

Pending Case Detail

Information is accurate as of June 29, 2024 05:14 AM

Defendant Information

Last, First: MASTRANGELO ANTHONY JOSEPH

Represented By:

Birth Year: 1999

Times on the Docket: 2

Docket Information

Docket No: N23N-CR24-0254669-S

Arresting Agency: CSP TROOP I

Companion:

Program:

Arrest Date: 6/25/2024

Court: New Haven GA 23

Bond Amount: \$50,000 (This case only)

Bond Type: Professional Surety

Miscellaneous:

(Released From Custody)

**Next
Court**

Activity: Arraignment

Date: 7/10/2024 10:00 AM

Current Charges

Statute	Description	Class	Type	Occ	Offense Date	Plea	Verdict Finding
53-21(a)(2)**	ILL SEXUAL CONTACT-VCTM	B	Felony	1	2/24/2022		
53a-73a(a)(1B	SEX 4-V=13/14 YR,ACTR>3YR OLDR	D	Felony	1	2/24/2022		

CT SAVIN - (Connecticut Statewide Automated Victim Information and Notification) is a free, confidential service that gives crime victims and members of the community information about an offender's court case.

Register with CT SAVIN

Back

[Attorneys](#) | [Case Look-up](#) | [Courts](#) | [Directories](#) | [Educational Resources](#) | [E-Services](#) | [FAQ's](#) | [Juror Information](#) | [Media](#) | [Opinions](#) | [Opportunities](#) | [Self-Help](#) | [Home](#)

[Common Legal Terms](#) | [Contact Us](#) | [Site Map](#) | [Website Policies](#)

Copyright © 2024, State of Connecticut Judicial Branch



Monday,
July 1, 2024
Docket Search
by Court Location

Monday,
July 1, 2024
Docket Search
by Defendant

Pending Cases
Search by Defendant

Pending Cases
Search by Docket Number

Convictions Search
by Defendant

Convictions Search
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up
Numbers

GA Court Phone
Numbers

JD Court Phone
Numbers

Home

Pending Case Detail

Information is accurate as of June 29, 2024 05:14 AM

Defendant Information

Last, First: MASTRANGELO ANTHONY JOSEPH

Represented By:

Birth Year: 1999

Times on the Docket: 2

Docket Information

Docket No: N23N-CR24-0254671-S

Arresting Agency: CSP TROOP I

Companion:

Program:

Arrest Date: 6/25/2024

Court: New Haven GA 23

Bond Amount: \$250,000 (This case only)

Bond Type: Professional Surety

Miscellaneous:

(Released From Custody)

Next

Court

Activity: Arraignment

Date: 7/10/2024 10:00 AM

Current Charges

Statute	Description	Class	Type	Occ	Offense Date	Plea	Verdict Finding
53a-70(a)(2)	SEX 1-VCTM<13YR ACTOR>2Y OLDER	A	Felony	1	6/1/2022		
53-21(a)(2)**	ILL SEXUAL CONTACT-VCTM	B	Felony	1	1/1/2021		
53a-73a(a)1A*	SEX 4-ACTR>2 YRS OLDR VCTM<13	D	Felony	1	1/1/2021		

CT SAVIN - (Connecticut Statewide Automated Victim Information and Notification) is a free, confidential service that gives crime victims and members of the community information about an offender's court case.

Register with CT SAVIN

Back

[Attorneys](#) | [Case Look-up](#) | [Courts](#) | [Directories](#) | [Educational Resources](#) | [E-Services](#) | [FAQ's](#) | [Juror Information](#) | [Media](#) | [Opinions](#) | [Opportunities](#) | [Self-Help](#) | [Home](#)

[Common Legal Terms](#) | [Contact Us](#) | [Site Map](#) | [Website Policies](#)

Copyright © 2024, State of Connecticut Judicial Branch

APPENDIX J

From: [REDACTED]
Mail received time: Wed, 17 May 2023 10:25:39
Sent: Wed, 17 May 2023 06:25:23
To: [Anthony Cofrancesco](#)
Subject: [EXTERNAL] [REDACTED] today (and this week)
Importance: Normal
Sensitivity: None
Archived: Monday, May 12, 2025 5:03:16 PM

Hi Ant!

Hope you are well:)

My kiddos will see you this afternoon ([REDACTED] will be dismissed to you after Girl Scouts) and Anthony will be picking them up for me.

I also will be dropping them at 8am tomorrow and Friday due to meetings I have in Hartford and need the extra travel time.

Thank you!!

[REDACTED]

Sent from my iPhone

To: "[REDACTED]" <>, "[REDACTED]" <+ [REDACTED] >+ [REDACTED] >" <>

Attachments: rsmf.zip

[REDACTED] <+ [REDACTED] >

2023-10-25T15:10:41.0000000Z

Hello....chances are, Anthony Mastrangelo will be coming to pick up [REDACTED]. I wanted to let you know

[REDACTED]
2023-10-25T15:11:23.0000000Z

Liked "Hello....chances are, Anthony Mastrangelo will be co..."

[REDACTED]
2023-10-25T15:36:27.0000000Z

Ok

APPENDIX K

From: Anthony Mastrangelo (via Google Docs) <drive-shares-dm-noreply@google.com>
Sent: Wednesday, June 14, 2023 9:49 AM
To: Anthony Cofrancesco
Subject: [EXTERNAL]Document shared with you: "Week 2 Jumbo Games Sign up Sheet"

Anthony Mastrangelo shared a document

Anthony Mastrangelo ([REDACTED]) added you as an editor.
Verify your email to securely make edits to this document. You will need to verify your email every 7 days. [Learn more](#).

 Week 2 Jumbo Games Sign up Sheet



This email grants access to this item without logging in. Only forward it to people you trust.

Open

Use is subject to the Google [Privacy Policy](#).

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because [REDACTED] shared a document with you from Google Docs.

[Delete visitor session](#)

Google
Workspace

APPENDIX L



Legal Updates

The Right Thing To Do: Preparing For And Responding To Allegations Of Sexual Abuse At Independent Schools

September 2013 by [William E. Hannum III](#)

The sexual abuse scandals that have occurred at schools over the past couple of years are sobering reminders that the sexual abuse of children is not isolated and that educational institutions face a significant threat to children on their campuses. Since the Jerry Sandusky scandal at Penn State broke in 2011, there has been a steady stream of similar stories, from the Landmark School in Beverly, Massachusetts, where a number of former students came forward alleging past abuse, to the New England Conservatory, whose conductor was fired for knowingly hiring a convicted sex offender to videotape children in an orchestra, to the Horace Mann School in New York City, about which *The New York Times Magazine* ran an article chronicling decades of sexual abuse of students by teachers.

Having talked and worked through such scenarios with numerous educational institutions, including independent schools and universities, we are not surprised that elite institutions have tripped on their shoelaces when faced with the horrific allegations of sexual abuse. One fundamental problem is that educational institutions don't think this will ever happen to them, so they fail to get ready for it—even when they can see it coming.

Ultimately, when news of alleged sexual abuse breaks, the decision-making generally comes down to three factors: (1) What does the law require the school to do? (2) What are the public relations implications for the school? (3) What is the right (moral) thing to do? Perhaps not surprisingly, in this author's experience, the educational institutions that get through these situations in the best shape seem to be the ones that are guided by "doing the right thing," even when it is not legally required and even when it does not seem to be the best thing to do from a "P.R." standpoint.

The Phone Call You Never Want To Receive

When an educational institution learns of alleged abuse, the immediate question should be whether the school is mandated to report the abuse to the authorities. If the victim is a child, mandated reporter obligations under state law will generally require that the school *immediately* report the allegation to the police or designated state authorities. On the other hand, there may not be a legal requirement to make a report. For example, if the alleged victim is no longer a child, the state mandated reporter law may not apply.

Before discussing the preliminary issue of whether a report is legally mandated, however, it is important to note—and emphasize—that schools should be prepared for more than just this first question. When a sex abuse scandal comes to a school, it brings a storm of public relations and communications issues, and sorely tests the school's sense of the moral or right thing to do. (For example, recall the erratic decisions by the Board of Trustees at Penn State during the first week of November 2011, in the immediate wake of the Sandusky scandal. Statements made by administrators at Penn State during that time period have subjected Penn State to a defamation lawsuit.)

Mandated Reporter Laws

1. When Making A Report To The Authorities Is Mandatory

If a mandated report must be filed, generally it must be filed *immediately*—or school officials risk criminal charges and other penalties. For example, a Florida school took three days to file a mandatory report, because the school wanted to conduct its own investigation first, to be sure that the facts fully supported the claims. When the police learned of the three-day delay, they arrested the head of the school and two other school officials for failing to file the mandatory report immediately, as required by Florida law.

It is critically important to review applicable state law on these issues. State laws are changing in response to the recent sex abuse scandals. Also, state laws vary as to who is considered a mandated reporter, the circumstances under which a mandated reporter must make a report, and the procedure for making a mandated report.

Who Is A Mandated Reporter? Generally, school officials are mandated reporters, but this will depend on state law. Most states have detailed definitions of mandated reporters, some of which apply much more broadly than just to school officials. For example, New Hampshire requires *any* person who has reason to suspect that a child has been abused to report such abuse. Independent schools need to fully understand the applicable mandated reporter law—and train all relevant employees accordingly.

When And How Must The Report Be Filed? Mandated reporters may be required to make a report quite quickly after learning of the alleged abuse. For example, like Florida, Massachusetts requires a mandated reporter to verbally (orally) report the abuse *immediately* to the Massachusetts Department of Children and Families. Generally, the oral report must be followed by a written report in two days or less, depending upon state law. Again, independent schools should train all mandated reporters as to the rules under the applicable mandated reporter law(s).

Penalties. Independent schools are advised to take these obligations seriously. Failure to comply with mandatory reporting obligations may result in *civil and/or criminal penalties* for the institution and/or its personnel.

2. When Making A Report To The Authorities Is Moot

In many cases, there is no need for the school to decide whether to report the alleged abuse—because the victim has already done so or because the school learns of the abuse when the authorities arrest the alleged perpetrator. Of course, schools should consult with experienced counsel before concluding that there is no requirement to make a report.

3. When Making A Report To The Authorities Is "Optional"

If the alleged victim is no longer a child, then the question gets a bit trickier, in large part because the school generally has a choice whether to report or not to report. Generally, there will not be any mandated reporter obligations, due to the age of the alleged victim. Some police officials may even state that they do not want to receive a report of alleged abuse, except from the victim. At this point, the school's decision whether to make the report will be guided largely by its sense of what is the right thing to do, and its concerns about public relations.

Current Employees Vs. Former Employees. Often, an important factor in these "non-mandated" reporter situations is whether the alleged perpetrator is a *current* employee or a former employee. If s/he is a current employee, then the school may be more inclined to file a report, to force the authorities to reach some conclusion about whether the allegations have merit. (The current employee may be suspended pending an investigation by the authorities, or pending the school's own investigation.) Or perhaps the school will hesitate to file a report, out of concern about bad publicity or distrust of the allegations. Generally, there will be a variety of views among those involved in the discussion—senior administrators, trustees, etc. These debates about whether to report can go on for weeks, or longer.

Reasons For Filing "Optional" Reports. Educational institutions that promptly report allegations, when there is no legal obligation to do so, often do so out of concern that the alleged perpetrator is still working in a school environment and may harm another child. In other cases, schools make such optional reports out of a sense of moral duty: Why should the victim's current age absolve the school from the duty to file a report? These schools may be motivated by concern for the victim(s), or for potential, unknown victims, or both. Alternatively (or in addition), a school may be motivated by fear of a potential lawsuit if it does not report the allegations, even if the school has no legal duty to do so.

Other schools may file reports out of concern for the public relations nightmare that might ensue if they fail to report abuse allegations. (As recent headlines have demonstrated, bad news makes for bad headlines, even years after the fact.)

Some schools file optional reports in the hope that the authorities will investigate and resolve the situation. (School administrators often believe that the police and the district attorney will investigate and prosecute these types of crimes, no matter how much time has passed. However, what the authorities might do with a report of alleged abuse from decades in the past is not always consistent.)

Reasons For NOT Filing "Optional" Reports. Schools that do not report alleged abuse, where there is no legal obligation to report it, make that decision for a variety of reasons. For instance, a school may be concerned that the allegations may not be true, and that reporting false allegations would harm an innocent employee or former employee, and potentially even lead to a defamation lawsuit against the school.

Often, whether or not there is a mandatory reporting obligation, there is at least one constituent in a school's leadership team who opposes making a report. This may reflect the phenomenon that people do not want to face the horrific possibility that unspeakable crimes are happening, let alone happening on their campus. As David Brooks observed in *The New York Times*: "Some people can't process the horror in front of them . . . when they find themselves in some unsettling circumstance, they shut down and pretend everything is normal."

Independent schools should be aware of this phenomenon—and should account for it in their policies, compliance practices, and training. Sex abuse is a difficult topic to discuss, and schools should be conscious of this fact in formulating their training and prevention protocols, if they want to do all that they reasonably can to protect the children entrusted to their care.

Other Potential Legal Claims

There are numerous legal issues raised by child sex abuse cases, beyond those imposed by mandatory reporting laws. Schools where students have been sexually abused must worry about being sued under a broad range of potential causes of action, which will vary depending on the states involved. As an example, the first civil complaint filed as a result of the Penn State scandal alleged the following claims against Jerry Sandusky, Penn State and/or The Second Mile (Sandusky's nonprofit for disadvantaged youths): (i) childhood sex abuse and vicarious liability, (ii) negligence, (iii) negligent supervision, (iv) premises liability, (v) negligent misrepresentation, (vi) intentional misrepresentation, (vii) negligence *per se*, (viii) conspiracy to endanger children, and (ix) intentional infliction of emotional distress.

The claims against Penn State are based in part on allegations that Penn State knew or should have known about Sandusky's sexual misconduct, failed to act to stop the abuse or to protect the plaintiffs from it, and indeed conspired to conceal it.

In October 2012, Penn State was also sued by a former graduate assistant coach who witnessed Jerry Sandusky abusing a young boy in the showers on campus. The former graduate assistant coach alleges that he was treated in a discriminatory fashion and his employment was terminated unlawfully because of his cooperation with investigators and his testimony in front of the grand jury and at hearings. He further alleges that statements made by the former president of Penn State defamed him and caused irreparable harm to his reputation. He also alleges that he relied on representations made by members of the administration at Penn State that they would take appropriate action in response to the abuse, but they did not and as a result, he was "labeled and branded as being part of a cover-up." In April 2013, despite Penn State's attempts to get the lawsuit dismissed, the court allowed it to proceed.

In cases of sexual abuse, schools receiving federal financial assistance may also have potential liability under Title IX. Title IX states that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . ." The majority of independent schools do not receive federal financial assistance and therefore, are not covered by Title IX.

In addition, the alleged *perpetrator* of sexual abuse may file legal claims against the school. In this regard, each statement made by the school about the alleged abuse can become the basis for a new defamation claim by the alleged perpetrator. Thus, to minimize the risk of potential defamation liability, schools must exercise extreme caution in all communications, particularly when neither the victims nor the authorities have publicly disclosed the allegations.

How Independent Schools Can Better Protect Students And Themselves

Independent schools can benefit from ensuring that appropriate safeguards are in place to minimize the risk of child sex abuse. These compliance measures include communicating with and training faculty, staff, students, and parents, and preparing to respond to reports of abuse when they arise.

Ideally, an independent school will begin to address these issues *before* there is an allegation of abuse. But it is never too soon or too late to begin to implement the compliance measures, training, and crisis communications plan described below.

Mandated Reporter Compliance. An independent school should be sure that its mandated reporter compliance protocols are up-to-date, including policies, procedures, and training for all relevant employees. The school should also ensure that it is prepared to meet its obligation to report child abuse to the appropriate authorities within the timeframe required by state law. Schools should consult with legal counsel now to prepare to meet their legal obligations under their state mandatory reporting laws, should the need arise. Having a clear understanding of the applicable state's mandatory reporting requirements and procedures is crucial to being able to promptly respond to a situation involving alleged sexual abuse. Policies should be updated regularly, and all employees should receive periodic training.

Conduct Background Checks. Generally, independent schools should conduct background checks on faculty, staff, independent contractors, and volunteers, at least to the extent that they have access to children. These background checks may include criminal history checks, sex offender registry checks, detailed reference checks, educational credential verification and possibly more. Background checks should be conducted in accordance with applicable state and federal laws. Policies should be updated regularly, and applicable employees should receive training.

Establish Clear Policies And Procedures Against Abuse. The school's student handbook, employee handbook, crisis management plan, and other applicable policies should be revised to ensure that they clearly articulate what faculty, parents, students, and staff should do if they suspect someone is being sexually abused. There should be multiple avenues of complaint available to facilitate reports of sexual abuse. All employees should receive appropriate training in how to report sexual abuse and how to respond to reports of it.

Training For All Managers And Employees. Independent schools should train *all* employees as to the appropriate boundaries between students and employees and how to respond if they see child abuse. Training *all* employees, and not just faculty, is critically important, so that even janitors and other staff who typically do not interact with children will know to report abuse immediately (and to whom to report it). Likewise, schools should train all managers and supervisors in how to handle any report they hear about. Managers and supervisors are agents of the school, and thus they should know better than to simply ignore information about potential abuse.

Foster An Open Culture. Independent schools should consider having an "open door policy," including a no-retaliation provision, and clearly communicate that policy to all employees, so that employees know that they can report any disturbing conduct they may see or hear about, whether sexual abuse or otherwise. An open door policy encourages employees to discuss any concerns or problems they may experience or notice with the administrators at the school. It is vital that faculty, students, and staff feel comfortable reporting inappropriate behavior.

Develop And Implement A Crisis Management Plan. Independent schools should consider developing and implementing a crisis management plan before a crisis arises. This plan should identify crisis team members, including board members, legal counsel, and communications experts. The plan should also include protocols to follow in the event of a crisis, including a report of sexual abuse. The school should also periodically review and update its crisis management plan to ensure that it is in compliance with legal requirements and best practices. In addition, schools should consider conducting "fire drill" training on the crisis management plan, so that when there is a crisis, everyone knows what to do.

Insurance Policies. Independent schools should address whether they have adequate insurance coverage for situations involving sexual abuse, and (if so) maintain copies of relevant insurance policies, including not only current policies, but also past policies. Also, schools should be prepared to comply with any notification requirements under applicable insurance policies when an allegation of abuse is made.

Be Prepared To Conduct An Internal Investigation. Generally, if there is an allegation of abuse involving a current or former employee, the school should be prepared to conduct a prompt internal investigation, with the assistance of experienced counsel. While an investigation is pending, appropriate measures should be taken to protect all involved; for example, any alleged abusers should be placed on administrative leave from the school and instructed to stay off campus. The school must assess the available facts (including the results of its own internal investigation) and take appropriate steps based on its findings.

Independent schools should establish these protocols now to minimize the risks of child sex abuse. In addition, taking these steps now will help to ensure that the school is fully prepared, and that appropriate authorities are promptly notified, if sexual abuse allegations surface.

Doing The Right Thing

Many educational institutions that have lived through allegations of abuse have confirmed that the single best piece of advice they received was simply to do the right thing. Allegations of child sex abuse raise myriad legal issues, which vary from one state to the next, and they raise terrifying public relations issues for an institution that is entrusted with children.

But the single most important issue to get clear on, when facing a sex abuse crisis, is the school's sense of its moral duty and what it means to do the right thing. When the moment of crisis arrives, the legal and practical complexities can seem overwhelming to an institution that is unprepared.

The educational institutions that seem to do the best in these worst-of-times situations are those that are well prepared and that stay committed to doing the right thing for the right reasons.



Don't Wait to Communicate about Sexual Assault

Prepare and share what your institution is doing to prevent incidents, educate community members, increase awareness, and respect students. Repeat.

ADVERTISEMENT

By Ellen Ryan</ellen-ryan>
April 1, 2016

During an interview with the student newspaper, the university president is asked whether the institution's efforts to increase awareness of campus sexual assault have been helpful, particularly since more incidents have been reported in the current academic year. The president responds that more people coming forward is a positive sign, then says: "I'm not pleased that we have sexual assaults, obviously. The goal would be to end that, to never have another sexual assault. That's probably not a realistic goal just given human nature, and that's unfortunate, but the more we understand about it, the better we are at trying to handle it and help people get through these difficult situations."

Students react swiftly, criticizing the remarks on social media, organizing protests, and posting an online petition. Negative media coverage quickly follows, painting the institution as lacking commitment to preventing sexual assault and being insensitive toward survivors.

This was not a drill for Joe Brennan, who dealt with this exact situation at the University of Iowa. The former vice president for strategic communication reported to then-President Sally Mason, who made those comments to *The Daily Iowan* in February 2014. (Mason, now a professor and president emeritus, retired from her leadership post in August 2015.)

Mason issued a statement two days later—the same day the campus newspaper reported another assault. "We spent the next week working hard to turn things around," says Brennan, now the vice president for communications and marketing at the State University of New York's University at Albany.

English



The communications office worked with the university's sexual assault response team to craft a six-point plan for preventing campus sexual violence, which included some actions Iowa was already taking as well as others called for by the campus community. Brennan's team also ramped up its communications, outlining the efforts to address sexual violence and factors contributing to the campus's rising number of timely warning messages. (As mandated by the 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary institutions must alert the university community about crimes committed on or near campus that pose a serious or continuing threat to the safety of students and/or employees.) The team prepared a letter to the editor and an FAQ resource page on sexual misconduct. They also drafted remarks for a previously scheduled presidential forum and a campuswide listening session, during which Mason would express zero tolerance for sexual misconduct. During the listening session, Mason divulged a personal experience to the 200-person crowd: As a college student, she had been groped on the street by a stranger—an attack that left her shaken and confused.

"I never want a young woman on this campus, ever in her life, not to know where to go if something like that happens to them," Mason said.

The moment was a turning point. The message, Brennan says: "It's OK to talk about something so personal."

At the Board of Regents meeting the next day, Mason unveiled the university's plan, which detailed its objectives in one brief online document that would be updated regularly to report progress toward achieving each goal.

Afterward, Brennan says, "it was less campus-versus-president. We spent less time in conflict with ourselves."

Campus communications is tough in the best of circumstances. In April 2011, the U.S. Department of Education's Office for Civil Rights changed the landscape when it issued a "Dear Colleague" letter explaining institutions' responsibility "to take immediate and effective steps to end sexual harassment and sexual violence." Schools, colleges, and universities that accept federal funds were put on notice that the gender-equity law known as Title IX would be more strictly enforced. The OCR placed dozens of institutions on its investigation list.

By March 2016, the list grew to more than 160. A 2014 *Rolling Stone* magazine article on a gang rape at the University of Virginia—which has since been debunked—heightened media scrutiny. Students and their families have grown increasingly worried about safety. According to the National Institute for Justice, one in five women and one in 16 men are sexually assaulted while in college; more than 90 percent of campus sexual assault survivors do not report it. In this tense and complex environment, what's a higher education communicator to do?

For answers, CURRENTS interviewed campus communicators, media relations consultants, Title IX coordinators, student affairs leaders, and sexual assault experts. Several of those contacted with us speak to us. ("We're under investigation here," one said in a near whisper.)

"No one wants to talk about sexual violence," says Chantelle Cleary, a former special victims prosecutor who's now the Title IX coordinator at UAlbany. "It's not something people want to recognize."

"This issue makes communicators nervous—it's fraught, it's emotional, it's complex," Brennan says. But, he adds, the same principles of communication that you employ for other sensitive issues also apply to sexual assault.

Remain calm, listen, and understand

Different stakeholders see sexual assault differently, and that can lead to conflict. Trying to understand the multiple viewpoints is a good place to start, Brennan says, giving some examples:

- Activists believe that sexual violence is rampant and that administrators spend more time covering up than fixing the problem.
- Government officials, especially at the federal level, see it as a civil rights issue.
- Senior campus leaders see it as nuanced, complex, and not easily solvable.
- Men's groups and fraternities view it through the lens of constitutional rights. Is the campus judicial process just? Are men or fraternities dealt with fairly?
- Parents are worried about their child's safety.
- Campus safety officers and communicators have to comply with the Clery Act and notify the campus community about incidents; however, activist groups sometimes view the wording of timely warnings as victim-blaming.

Remember that your audiences also have different ideas about progress and solutions. It's important to keep talking—and keep listening.

"When students say they want change now, what that looks like for them is *now*. For administrators it may be four or five months away," says Teresa Valerio Parrot, founder and principal of TVP Communications, a higher education communications consultancy based in Colorado. "Lay out what can be done when, step by step. You may have a two-year plan. To a senior, so what? She's gone! To a student audience, that's half their time on campus. Treat them like adults, and show your work."

But communication can't end with the release of a plan. "Don't make it seem like the pronouncement is your ultimate strategy or the last word," Brennan says. "People need to hear that this is a work in progress."

Get your team to the table

"Our job as communicators is to listen a lot more than we do," Brennan says. Get different perspectives, both on and off campus. Do your research. Know your campus's policies and procedures. In the U.S., understand how laws such as the Clery Act, Title IX of the Education Amendments of 1972, the Family Educational Rights and Privacy Act, and the Campus Sexual Violence Elimination Act apply to your institution. Ensure your crisis management and response team includes many disciplines and voices—and don't wait for a crisis to build relationships or practice your process. That's the wrong time to ask: What are we going to do? How should this work?

Student Affairs is a critical component of the team, Parrot says. "When I'm called to help an institution respond to a sexual assault incident, I can tell from the first phone conversation whether the institution is going to come through the situation well," she says. The indicator? Whether the vice president of student affairs and the Title IX coordinator are on the call or in the room. "If they aren't, it doesn't bode

Your student affairs colleagues add valuable insight as well as "a natural humanity," Parrot says. They can reference policy and sound human at the same time. With their input, "you're prepared to give advi

English

Experts recommend preparing as a team. "There's got to be coordination among key players on what can be shared," says Jane Stapleton, co-director of the Prevention Innovations Research Center, a University of New Hampshire think tank working to end sexual and relationship violence and the creator of prevention strategies and programs used by hundreds of higher education institutions. Each team member's perspective adds to effective communication.

Your campus Title IX coordinator is likely to be juggling another position, so don't just punt questions on sexual assault that direction. Such situations provide a powerful opportunity for communicators to show what they can do while supporting their colleagues, says Luoluo Hong, vice president for student affairs and enrollment management and Title IX coordinator at San Francisco State University. "It helps the campus to have multiple speakers on this subject."

Communicators also need to advise and counsel, Brennan says. "Otherwise you're just a messenger. Sometimes you need to tell people things that are uncomfortable. Think of yourself as a relationship-builder and trusted counselor."

How would your institution respond to a situation that another campus is handling now? Run tabletop drills to think through the situation.

The relationships you cultivate by working with team members will help you. Several sources mentioned a comfort level in asking colleagues how to tweak statements or in pushing back against assumptions or restrictions. "Our responses, messages, and events succeed and have been strengthened because of that partnership," says UAlbany's Cleary.

Mind your message—and your language

Whether in a drill or an actual situation, ask questions from every stakeholder perspective. Keep in mind the media's standpoint as well. What will reporters focus on? How will you respond? What will your message look and sound like? How will you communicate? Who will deliver the institution's messages?

Consider your president's role. Should he or she be out front? "When the president is silent, that says a lot," says Kevin Kruger, president of the higher education student affairs organization NASPA.

Equally important is asking: What *don't* we know? Answering this question before there's an issue will help identify gaps in information and determine who else should be included in your conversations and training exercises. Ideally, it will also make your communications proactive rather than reactive.

What language—describing campus policies, for instance—can you draft and adapt as needed? Consider the language you will use in timely warning messages. Words matter. Brennan and Mason were among those who weighed in when the University of Iowa traded the word victim for survivor. "We discussed how important it was to listen to the connotations," Brennan says.

At SFSU, Hong cautions against such leading language as, *The victim claimed to be attacked*. "Reported is much more objective," she explains. "Do we ever say, 'He claimed to be robbed in the alley'?"

Err on the side of transparency, PIRC's Stapleton advises. No campus is immune to this issue, so why sanitize what's happening?

"Take what the public needs to know, and present it in a way that says: Yes, reports are up, and here's why, and here's what we're doing before and after," Stapleton suggests. "Parents, donors, and the community all want to know you're taking this seriously."



English

People are likely to be less angry if you tell them right away, says Erika Mantz, director of media relations at the University of New Hampshire. Not doing so, she adds, leads to problems later on.

"The public is better served by knowing that no institution is perfect, that you're doing your best to improve the situation, and that you welcome sunlight," says Alan Berkowitz, a psychologist and consultant who helps institutions design programs to address issues such as sexual violence and social justice. "Behavior we'd appreciate in a leader is behavior we'd appreciate in an institution as a whole."

Repetition, repetition, repetition

Administrators often assume that audiences know as much as they do about the institution's efforts to prevent sexual assault and support survivors, Stapleton says. That's not the case.

"When people are fearful, angry, or stressed, they can't take in a lot of information," Brennan says. "Keep your messages clear and simple, and be patient. People need time to absorb ideas."

Communicators sometimes think that once they've distributed a news release or posted information to the website, they're done. You can't rely on one statement to cut through the clutter that divides people's attention.

"Don't wait for a crisis to start messaging," Cleary advises. You don't want it to look like a reaction. Communicate early and often, keep restating your message, and give your audiences progress updates. But remember that you are only in control of your institution's messages.

"The challenge for communications is that either student [involved in a reported assault] can say pretty much anything," Kruger says. "The institution [is] left in this awkward position, accused of stalling or sweeping things under the rug."

Facts are your friend. Give what information you can, explain why you can't divulge certain details, and keep telling stakeholders through as many channels as possible what steps the campus is taking to prevent assaults. Share the resources that are available for survivors, as well as the processes and procedures that are in place to deal with such cases.

At the end of the day, it helps UNH's Mantz to know that she can trust her colleagues and that they trust her. You have to know that you've "done your very best for the institution, students, survivors, colleagues, and reporters."

About the author(s)

Ellen Ryan

Ellen Ryan is a former *Currents* senior editor and a Maryland writer (@ERyanWriter<<https://twitter.com/eryanwriter>>)

Tags

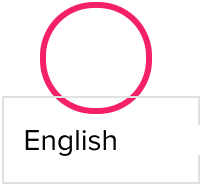


English

US/Canada	Higher Education	Communications & Marketing
Crisis Management	Online Communications & Marketing	
Social Media	Diversity & Inclusion	Ethics
Human Resources	Leadership	Legal, Regulatory & Postal Issues
Currents Magazine	Article	

Connect with CASE

CASE Member Support</case-support>
+1-202-328-CASE [2273]



[CRISIS MANAGEMENT](#) | [PROCEDURES](#)

Nowhere to Hide: Best Practices in Crisis Management

Amid mounting high-profile media scrutiny, independent schools embrace best practices in crisis management and communications. “When a school does the right thing, its community feels proud.”

Aug 15, 2016

From the [July/August 2016 Net Assets Magazine](#).



Article by Leah Thayer

In the instant it takes for a tweet to be posted or a reporter to get a lead, the trust an independent school has worked hard to earn can be compromised or breached. Winning that trust back can take infinitely longer, a painful reality playing out in real time at dozens of New England independent schools involved in a blistering *Boston Globe* report published in May. The story refers to more than 200 former students “emerging from decades of silence” to allege that school staffers sexually abused them — and that the schools, in many cases, ignored them or attempted to sweep their stories under the rug.

Spotlight Effect

As with its 2002 report on sexual abuse in the Catholic Church, the *Boston Globe*’s May “Spotlight” report on sexual abuse in independent schools is likely to encourage other victims to come forward with allegations, according to crisis communications consultant Melanie Sloan of [Summer Strategies LLC](#). In addition, given that the *Globe* heard from a small fraction of the 224 private schools it had sent surveys to, “victims from non-participating schools who do not believe their reports of abuse were taken seriously or handled appropriately also are likely to speak out, naming their schools,” she says.

Sloan’s advice: “If they have not done so already, all schools — including those that have no indication or reports of abuse — should create plans as to how they will deal with such incidents if and when they learn of them. They should also review and revise family and employee handbooks to clearly delineate the protocols they will follow upon reports of abuse.”

It would also be wise “for every school to proactively reach out to alumni and current students to encourage reporting.” If there’s an immediate lesson in the *Globe* story, or anywhere in the increasingly loud drumbeat of media stories directly or indirectly incriminating independent schools, it’s a simple one: Any school could be next. Not necessarily only for incidents that happen on campus either — nor, for that matter, for criminal matters. In an ideal world, schools can manage times of crisis internally, without media attention. In today’s always-updating media reality, business officers and other school leaders must look beyond crisis prevention to crisis communications.

“Every school is going to grapple with this kind of issue,” says Melanie Sloan of Summer Strategies LLC, which helps schools and other organizations communicate with key stakeholders and the media about sensitive issues. “No crisis will remain internal, especially if it involves something like race or sex.” One impetus was the Penn State sex abuse scandal that broke in late 2011, implicitly giving victims permission to come forward where they previously may have felt shamed into silence. Coupled with the immediacy of social media, that momentum means word will get out one way or another — and likely sooner rather than later.

“Where a lot of schools make mistakes is when they don’t want to talk about something, they just want to hush it up,” Sloan says. “That leads to a lot of gossip and people getting the facts wrong.”

Jane Hulbert agrees about the consequences of inaction. “The biggest blunder is to think that an issue is going to just go away. That’s where schools get into trouble,” she says. She and her husband Jim lead [The Jane Group](#), which provides crisis communications services to independent schools all over the world. “We’re in the age of transparency, and there is no place to hide,” says Jim Hulbert, who is also an attorney. When a crisis hits, “A couple of missteps at the outset, and it can take so much time and money to get that trust back. Once you lose control of the narrative, it’s really hard to get it back.”

Schools can also suffer financially. “Boards are realizing that there are financial as well as reputational risks that come with exposures,” notes Ron Wanglin, chairman of [Bolton & Company](#), an insurance brokerage that helps independent schools with risk management. “Unfortunately, given the fact that social media is so quick to engage in situations, schools usually have less time to determine the facts and develop an effective response.”

Conversely, a well-handled crisis can help to shore up a school’s finances. “We have seen schools get through crises and actually see an increase in enrollment and donations because of how they handled it,” says Jane Hulbert.

The New Rules of Crisis Management

To Jim Hulbert’s point about controlling the narrative — easier said than done for most independent schools. For one thing, they must balance concerns involving privacy (particularly that of minors), employment law and more, according to attorney Heather Broadwater of [Potomac Law Group](#). “In an ideal world, we receive a complaint and turn it over to law enforcement and it’s all cut and dried,” she says. “But if a school terminates an employee based only on allegations, you risk getting a breach-of-contract claim and then the student’s identity and details the student wishes to keep private may become public” she notes, citing one potential unintended consequence of moving decisively. “While schools emphasize

NetAssets

sequence.

1. **Protect the victim/s.**
2. **Determine if there are other victims.**
3. **Give the accused due process.**
4. **Consider how to protect the school’s reputation.**

“It’s when schools put number four first that they have a big problem,” says Jane Hulbert, a principal at the firm. Instead, they should focus first on the well-being of the students and other community members. Then carefully communicate the known facts to the key stakeholders. Next, commit to finding out what happened, making right by those who were wronged, plugging gaps to prevent similar incidents and, finally, turning to the reputation management piece: developing a plan for responding to potential crises going forward.

Moreover, crisis messaging just isn’t where independent schools have excelled traditionally, nor where they have focused their resources. “Most schools are really good at communicating how great their programs are, how they’re different from other schools, why your kids should come here,” Sloan says. “But they’re not as comfortable responding appropriately and quickly if something bad happens.”

An analogous quick-action response involves weather-related emergencies, for which “our schools have prepared brilliantly for many years,” notes Jane Hulbert. They've made similar strides in protecting against violent attacks and intruders. “Now we’re adding child protection to the list.” Confronting allegations quickly and transparently may not always be easy, “but when a school does the right thing, its community feels proud. That’s one of the pleasures of working with independent schools,” she adds. “I have yet to meet a school that doesn’t want to get it right.”

Having a well-documented and rehearsed plan is certainly one means to that end, and help is available in the form of workshops, training, policy reviews and ongoing support from crisis communications firms, risk management companies and insurance brokerages. In addition, these rules of thumb may be useful.

- **Every external communication is a potential media communication.** A forwarded email, a tagged tweet, a click on a “have a tip?” button — it’s never been easier for a school constituent to connect with a member of the media. Keep that in mind with all communications, including emails sent to parents or students.
- **Different constituents may need different communications.** Messages should be consistent, timely and empathetic, but they will likely need tweaking for different audiences. For instance, the school may wish to specifically reach out to alumni to identify more victims. And students (depending on whether the issue is relevant or age-appropriate) should be reminded that not all facts are known and not to gossip or seek retaliation. In any case, be sure communications and legal professionals work together in developing messaging.
- **The first day is critical.** The actions a school takes (or doesn’t take) can leave a lasting impression. When time is of the essence, a flowchart can help to manage what is shared with whom, when (trustees at 11 a.m. conference call, the immediate leadership team at 12, faculty and staff at 1, email to parents at 2, then students, as needed). Action should be swift — but also deliberate. Whatever the situation, better for constituents to learn of it from the school than the press.
- **Transparent does not mean tell-all.** “There’s only so much you need to tell the press,” says Sloan. After a sexual assault allegation, one of her school clients issued a quick statement saying they would not be talking to the media, as it was a law enforcement matter. Jane Hulbert advises schools to “strategically limit their exposure to the media. It’s critical to understand when to issue a media statement, how much information to offer and what pitfalls to avoid.”
- **Practice makes for better responses.** What kind of incident might trigger a crisis? Who will speak for the school to the press, to parents, to donors? What will and won’t they say? “Sometimes the best decisions are not made in a panic situation,” says Cheryl McDowell, vice president of risk management in the Education Practice Group at Bolton & Company. The firm advises as much preplanning as possible, including mock interviews and “tabletop” simulations that encourage role-playing and help schools identify and learn from mistakes.

Lessons Learned

Now, the story of a school that could not have anticipated its first real crisis — but was ready the second time.

On a Friday in December 2008, four-year-old Madelyn Ekhilevsky sang and danced in a penguin costume at a holiday assembly. The following Monday, the previously healthy girl never woke up, a tragic fact announced by the sudden presence of media trucks on the Los Gatos, California, campus of [Stratford School](#), where Madelyn was in the preschool.

“I got a panicked call from an office administrator saying the media were interviewing parents and staff in the parking lot,” remembers Sherry Adams, founder and principal of the independent school, which then had eight campuses (it now has 21). Neither she nor other Stratford administrators had heard about Madelyn’s death, but the media had, apparently by live-tracking police and public safety scanners.

“They thought it was meningitis, based on how quickly things happened,” Adams recalls. (A non-infectious bacterium was later identified as the likely cause.) “Suddenly my office was full of parents pulling their kids out left and right. We were getting calls from the media and different messages from the health department. It was a day of mayhem.”

The night was no better. As the Stratford community mourned Madelyn’s loss, Adams realized she was all over the news. “Channels 2, 3, 4...they had taken clips of what I had said, and some of it made me sound like I didn’t care,” she says.

Prior to that day, Adams had been too busy running the school to ponder crisis communications. But that evening, “I gathered her team my team, and we had a good cry together,” she says. “Then we said, ‘Okay, we’re not going to let this happen again.’”

Working with outside experts including The Jane Group and Bolton & Company, Adams and other school leaders invested in a far-reaching and extensive crisis management plan. This included tightened policies, media training, emergency-notification systems and regular staff training on topics such as social media, child abuse prevention, safety and more.

Less than three years after the tragic events of 2008, Stratford leaders put those procedures to the test when the parents of a middle school student called Adams at home to report that their child had received unwelcome attention from a popular teacher. Armed with the “smoking gun” of messages the teacher had delivered via social media, and benefitting from a strong relationship with the family, the school was able to take quick action and prevent the case from going to the media.

Crisis communications experts agree with the relationship theory as well. “These people are invested in the school,” notes Melanie Sloan. “If they feel the school has gotten in front of an issue and is addressing it well, they’re going to give the school the benefit of the doubt.”

Advertisement

Advertisement

The image features the NBOA Leadership Academy logo in the top right corner, which includes a stylized sunburst icon and the text "NBOA LEADERSHIP ACADEMY". Below the logo, a woman with long dark hair, wearing a dark blue blazer over a grey top, stands with her arms crossed against a blue background with a white grid pattern. A large yellow circle is partially visible behind her.

Effective vs. Ineffective Classroom Locks

Responding to Allegations of Abuse Publicly: Best Practices

February 13, 2019 • Updated December 13, 2023 • [Thrive \(CRCNA\)](#)

Whenever a church member or leader is accused and arrested for a criminal sexual offense, there are serious repercussions in the entire community, both in and outside the church. Sadly, these situations are not uncommon and Safe Church has been consulted in many instances. Accusations need to be taken seriously. As people of God and disciples of Jesus, we are called to seek justice and healing where abuse has occurred, and with and for those who have experienced harm.

If and when an allegation of abuse against a congregational leader (lay, commissioned, or ordained) or member becomes part of the public conversation, that may be the time for the church to make a statement. At that point the media may come to you. Below are some very general guidelines for when an incident like this becomes public.

- Innocent until proven guilty is a strong value—we must not assume guilt in the face of an allegation. It may be difficult to navigate the narratives created by different perspectives within the congregation. Remind people that we must not assume; conjecture and speculation are not helpful. Our tendency is to deny an allegation of abuse, especially when it involves someone we know and admire. However, denying allegations too soon, or too strongly, can lead to greater future harm within the community. Instead, we must withhold judgment in an attitude of prayerful waiting until the process unfolds. At the same time, precautions must be taken to maintain a safe environment. To prevent potential future harm it is always wise to have the one accused step down from any leadership role until an investigation is completed. We must live in the tension of not knowing the full story. This can be difficult when we'd much prefer a quick resolution. Unity of the body needs to be held up as a common value, and pastoral care provided for all parties.
- Let the congregation know that the council is aware of the situation and is prepared to cooperate fully with any investigation (sometimes a letter to the congregation, or reading a prepared statement can work as a way of communication). Do not discuss the complainant(s) or their identities. If the complaint has involved an arrest by law enforcement, you should include that information. It may be wise to solicit others to come forward as there may be survivors who have not come forward. What becomes public may be only the tip of the iceberg, and the possibility that others may also have experienced harm should be considered.
- Remind the congregation over and over again that gossip and speculation can add additional hurt to what is already a painful and difficult situation. Instead people should be encouraged to pray for those involved, praying that the truth would be known, and that the Lord would bring healing and comfort to family and friends who are suffering in the midst of the process.
- Designate someone, or a small group of people, that are available to respond to questions or concerns, or if people feel the need to talk about it. There may be others who have been victimized who have not yet come forward. Also note: many in your congregation may have experienced sexual abuse in another way, and this could act as a trigger for them. Having wise people, who are spiritually mature and good



available to talk with those who have questions or concerns is very important. And having women as a part of the group available to listen and to talk to those who express that need is important, since women are over represented in the population of those who have experienced sexual abuse.

- Once the media is involved it's also a good idea to have a media "point person." Everyone in the congregation should know that they should not talk to reporters, but should refer any media contact to the media point person, whether that is the pastor or someone else. (Things can get very messy very quickly when various people are telling different things to the media and are not careful about how they are talking about the church or about the person who's been accused.)
- In communicating with the media, a general principle is that less information is better. Have a prepared statement ready, stick to it, and don't say more or answer questions. The prepared statement should acknowledge that: this is a very difficult time for the church community; any allegations of sexual misconduct are taken very seriously; the church is ready to fully cooperate, if needed, with any investigation; the church hopes for truth to be revealed and for justice to prevail; and prayers for all involved are appreciated.

It is best practice to seek outside intervention for both the one who has been harmed and the one who has perpetrated abuse. Beyond this, the role for the church is to provide the pastoral care and loving community that is needed for each person and for the church community to navigate through this difficult time. There may be some processing steps that could be helpful as the situation unfolds, offering space for people to process what they are experiencing around these events in a safe facilitated environment.

This content is licensed under *Creative Commons - Attribution, NonCommercial, No Derivatives* ([learn more](#)). The Network hosts user-submitted content. Posts don't necessarily imply CRCNA endorsement, but must comply with our [Community Guidelines](#).

POSTED IN

[Justice & Inclusion](#) » [Safe Church](#) » [Abuse by Clergy & Ministry Leaders](#)

[Justice & Inclusion](#) » [Safe Church](#) » [Sexual Abuse](#)

APPENDIX M

From: Protectyouthsports - Roxanne Palmer <roxanne.palmer@protectyouthsports.com>
Sent: Monday, January 23, 2023 10:17 AM
To: Janice Howard
Subject: [EXTERNAL]RE: [EXTERNAL]PYS Background Screening Proposal

Sounds good. Here to help when you're ready!

Roxanne Palmer

Regional Account Manager

Protect Youth Sports

Direct Line: 813-937-9070

877-319-5587 Ext: 2245

roxanne.palmer@protectyouthsports.com

www.protectyouthsports.com



From: Janice Howard <jmhoward@bethany-ct.com>
Sent: Monday, January 23, 2023 10:12 AM
To: Protectyouthsports - Roxanne Palmer <roxanne.palmer@protectyouthsports.com>
Subject: RE: [EXTERNAL]PYS Background Screening Proposal

Thanks very much for this information. Between this afternoon and evening, I'll review thoroughly and will reply to you tomorrow via email either with questions or set up a time where we can speak.

Best regards,
Janice

From: Protectyouthsports - Roxanne Palmer <roxanne.palmer@protectyouthsports.com>
Sent: Monday, January 23, 2023 8:57 AM
To: Janice Howard <jmhoward@bethany-ct.com>
Subject: [EXTERNAL]PYS Background Screening Proposal

You don't often get email from roxanne.palmer@protectyouthsports.com. [Learn why this is important](#)

I've attached a Protect Youth Sports proposal. We may need to discuss the options and considerations provided and will be happy to find a time convenient for you. I've included a screening package that meets the needs of CT, the most popular online bundles, and options for organization or applicant pay options, and invoicing as needed.

Please let me know what questions you may have or how I can be of assistance.

Here at Protect Youth Sports, we provide you with:

- Help to navigate the reporting needs in your state and county.
- A sex offender search using a null birthdate search to ensure all potential records are located.
- An internal verification team that reviews all records for accuracy and appropriateness to take out the guesswork for you.
- Customer service and account management teams that are responsive to your needs.
- Electronic record processing with a variety of bundled options.
- Gap coverage services protect your youth and organization, while sometimes saving you time and money.
- FREE child safety training for everyone you screen!

If you like what is presented here and want to sign up go to <https://www.protectyouthsports.com/signup/>.

NOTE: If any of the details are not accurate the form will need to be completed again for compliance purposes.

1. Prepayment Amount

- a. For organization pay indicate \$300 for Bundle 2 and \$1,000 for Bundle 4.

Or

- b. For the applicant (coach) pay OR Department Invoicing leave blank.

2. Make sure all contact details used are attached to the organization's published detail, including address, phone, and email.
3. Have one of these documents available for upload (used to verify org.'s location): **501c3, Secretary of State filing, Certificate of Insurance (declaration page), W9 (other documents may be acceptable).**
4. In "User Setup", input your preferred login details should be for the account.
5. At the bottom of the page will ask you to **"Select Your Options"** for the online features, please indicate

—

a. Prepayment options:

- i. "Verity - Bundle 2 w/ Prepayment Option"
- ii. Or "Verity - Bundle 4" (respectively)

b. For Applicant Pay - "Verity - Bundle 2 w/ Applicant Pay"

c. FOR Invoicing

- i. "Verity - Bundle 2"
- ii. or "Verity - Bundle 4" (respectively)

Thank you and let me know how I can be of assistance!

Roxanne Palmer

Regional Account Manager

Protect Youth Sports

Direct Line: 813-937-9070

877-319-5587 Ext: 2245

roxanne.palmer@protectyouthsports.com

www.protectyouthsports.com



APPENDIX N

From: Anthony Cofrancesco </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBF7E20A3E0C41668731BF0949948AC9-ACOFRANDESCO>
To: [REDACTED]
Sent: 6/26/2024 9:02:28 PM
Subject: Background Checks
Attachments: Background Check Consent Form.pdf

Hey guys,
We must run background checks on all our counselors, and since most of you aren't 18 yet, we need parental consent.
Mrs. Howard needs to submit them by the end of the day tomorrow, so please have your parents sign them literally ASAP.

Anthony Cofrancesco
Bethany Parks and Recreation
Assistant Director &
Summer Youth Camp Director
Town Hall
40 Peck Road
Bethany Ct, 06524
Office: [REDACTED]
Work Cell: [REDACTED]
Fax: [REDACTED]
[Parks & Rec Online Payment Website](#)



TOWN OF BETHANY

Town Hall – 40 Peck Road
Bethany, Connecticut 06524-3378

Telephone: [REDACTED] Fax: [REDACTED]

Background Check Consent Form—Summer Camp/After-School Counselor

I, _____ hereby authorize Bethany Parks and Recreation and its designated agents and representatives to conduct a comprehensive background investigation through the ProtectYouthSports.com service, which may include a review of my criminal history, educational background, employment history, references, and any other relevant information deemed necessary to fulfill the requirements of my employment application.

Applicant's Full Name: _____

Applicant's Signature: _____ **Date:** _____

Parent/Guardian Signature (if under 18): _____ **Date:** _____

1 X-RSMF-Generator: Message Crawler by HashtagLegal.com (v6)
2 X-RSMF-Version: 2.0.0
3 X-RSMF-EventCount: 38
4 X-RSMF-BeginDate: 2024-07-01T07:39:24.0000000Z
5 X-RSMF-EndDate: 2024-07-01T19:48:11.0000000Z
6 To: "Paula Cofrancesco <[REDACTED]>" <>, "Themis Klarides <[REDACTED]>"
7 <>, "Vincent Marino <[REDACTED]>" <>
8 X-RSMF-Custodian: Cofrancesco, Paula
9 X-RSMF-Application: SMS
10 X-RSMF-EventCollectionID: 4f6fa052-adfa-4373-9f72-84fd0f14f777
11 MIME-Version: 1.0
12 Content-Type: multipart/mixed; boundary="--1e6/Jd7AblGxwWmVc7/vBA=="
13
14 ---1e6/Jd7AblGxwWmVc7/vBA==
15 Content-Type: text/plain; charset=utf-8
16 Content-Transfer-Encoding: quoted-printable
17
18 Paula Cofrancesco <[REDACTED]>
19 2024-07-01T07:39:24.0000000Z
20 I need to talk to the both of you this morning!
21
22 Paula Cofrancesco <[REDACTED]>
23 2024-07-01T08:55:00.0000000Z
24 I need to respond to Janice!
25
26 Paula Cofrancesco <[REDACTED]>
27 2024-07-01T09:03:37.0000000Z
28 Can the two if you do a conference call right now?
29
30 Paula Cofrancesco <[REDACTED]>
31 2024-07-01T09:05:33.0000000Z
32 Can Vin be on?
33
34 Paula Cofrancesco <[REDACTED]>
35 2024-07-01T09:15:12.0000000Z
36 Janice is my P&R Director.
37
38 Paula Cofrancesco <[REDACTED]>
39 2024-07-01T09:17:12.0000000Z
40 I need to move now and not later.
41
42 Paula Cofrancesco <[REDACTED]>
43 2024-07-01T09:17:56.0000000Z
44 I told her to draft something, and we can review. Hopefully not take 4 hou=
45 rs!
46
47 Paula Cofrancesco <[REDACTED]>
48 2024-07-01T09:20:10.0000000Z
49 Did you see the letter from Dave Pecoraro? I did send it didn=E2=80=99t I?=
50 Can we use any of that?
51
52 Paula Cofrancesco <[REDACTED]>
53 2024-07-01T09:23:23.0000000Z
54 I=E2=80=99ll forward to you know.
55
56 Paula Cofrancesco <[REDACTED]>
57 2024-07-01T09:25:07.0000000Z
58 Just sent.
59
60 Paula Cofrancesco <[REDACTED]>
61 2024-07-01T09:59:10.0000000Z
62 11:30 =F0=9F=91=8D
63
64 Paula Cofrancesco <[REDACTED]>
65 2024-07-01T10:40:03.0000000Z
66 3 hours would make it 8:30 for you.
67
68 Paula Cofrancesco <[REDACTED]>
69 2024-07-01T11:24:22.0000000Z

000106527

70 Should I have Janice in my office for this call?
71
72 Paula Cofrancesco <[REDACTED]>
73 2024-07-01T11:27:57.0000000Z
74 I just sent the both of you Janice=E2=80=99s draft letter.
75
76 Paula Cofrancesco <[REDACTED]>
77 2024-07-01T11:29:37.0000000Z
78 Can I invite Janice?
79
80 Paula Cofrancesco <[REDACTED]>
81 2024-07-01T11:30:04.0000000Z
82 You two connect and then add me.
83
84 Paula Cofrancesco <[REDACTED]>
85 2024-07-01T11:34:52.0000000Z
86 Ok
87
88 Paula Cofrancesco <[REDACTED]>
89 2024-07-01T12:26:06.0000000Z
90 Just sent you an email from the 3rd Selectman. This response needs to be d=
91 one very carefully.
92
93 Paula Cofrancesco <[REDACTED]>
94 2024-07-01T12:39:33.0000000Z
95 I need to address her email sooner than later!
96
97 Paula Cofrancesco <[REDACTED]>
98 2024-07-01T14:58:56.0000000Z
99 How those responses coming?
100
101 Paula Cofrancesco <[REDACTED]>
102 2024-07-01T16:00:35.0000000Z
103 I have a wake to go tonight. I=E2=80=99m on my last nerve right now.
104
105 Paula Cofrancesco <[REDACTED]>
106 2024-07-01T16:09:00.0000000Z
107 I don=E2=80=99t have anything yet.
108
109 Paula Cofrancesco <[REDACTED]>
110 2024-07-01T16:09:42.0000000Z
111 Is it Janice=E2=80=99s letter or a response to the selectman=E2=80=99s emai=
112 l?
113
114 Paula Cofrancesco <[REDACTED]>
115 2024-07-01T16:23:41.0000000Z
116 I have nothing.
117
118 Paula Cofrancesco <[REDACTED]>
119 2024-07-01T16:34:57.0000000Z
120 Don=E2=80=99t know who you sent it to, but I didn=E2=80=99t receive it.
121
122 Paula Cofrancesco <[REDACTED]>
123 2024-07-01T16:38:19.0000000Z
124 What did you change? Looks like the same letter you sent this morning =F0=9F=
125 =98=A9
126
127 Paula Cofrancesco <[REDACTED]>
128 2024-07-01T16:39:54.0000000Z
129 Can you send without all your edits (tracking)?
130
131 Paula Cofrancesco <[REDACTED]>
132 2024-07-01T16:40:59.0000000Z
133 Themis I=E2=80=99m not good with it. Some information is incorrect.
134
135 Paula Cofrancesco <[REDACTED]>
136 2024-07-01T16:43:05.0000000Z
137 We have NOT tried to get information from any agencies.
138

139 Paula Cofrancesco <[REDACTED]>
140 2024-07-01T16:45:04.0000000Z
141 Not the version I=E2=80=99m looking at
142
143 Paula Cofrancesco <[REDACTED]>
144 2024-07-01T16:46:28.0000000Z
145 Please just send it as a regular document. No tracking.
146
147 Paula Cofrancesco <[REDACTED]>
148 2024-07-01T16:49:25.0000000Z
149 We are getting the shit kicked out of us on Facebook because they have not =
150 gotten a response from P&R.
151
152 Paula Cofrancesco <[REDACTED]>
153 2024-07-01T17:18:38.0000000Z
154 I=E2=80=99m retyping with a few adjustments. How long will you without cov=
155 erage?
156
157 Paula Cofrancesco <[REDACTED]>
158 2024-07-01T17:31:20.0000000Z
159 Please check you email. Just sent my version.
160
161 Paula Cofrancesco <[REDACTED]>
162 2024-07-01T17:31:28.0000000Z
163 Please check your email. Just sent my version.
164
165 Paula Cofrancesco <[REDACTED]>
166 2024-07-01T17:49:52.0000000Z
167 Call me.
168
169 Paula Cofrancesco <[REDACTED]>
170 2024-07-01T19:31:19.0000000Z
171 Well Themis looked at it. We=E2=80=99re done.
172
173 Paula Cofrancesco <[REDACTED]>
174 2024-07-01T19:48:11.0000000Z
175 I made the changes.

1 X-RSMF-Generator: Message Crawler by HashtagLegal.com (v6)
2 X-RSMF-Version: 2.0.0
3 X-RSMF-EventCount: 15
4 X-RSMF-BeginDate: 2024-07-01T06:59:28.0000000Z
5 X-RSMF-EndDate: 2024-07-01T17:19:10.0000000Z
6 To: "Paula Cofrancesco <[REDACTED]>" <>, "Kai Byrd <[REDACTED]>" <>
7 X-RSMF-Custodian: Cofrancesco, Paula
8 X-RSMF-Application: SMS
9 X-RSMF-EventCollectionID: 817c4d91-0331-4e23-bb34-bc656aa60d85
10 MIME-Version: 1.0
11 Content-Type: multipart/mixed; boundary="--4HT5GWCKRMLBBuUjJzZuQw=="
12
13 --4HT5GWCKRMLBBuUjJzZuQw==
14 Content-Type: text/plain; charset=utf-8
15 Content-Transfer-Encoding: quoted-printable
16
17 Paula Cofrancesco <[REDACTED]>
18 2024-07-01T06:59:28.0000000Z
19 Let me know when you get to the office. Thanks.
20
21 Kai Byrd <+[REDACTED]>
22 2024-07-01T07:03:27.0000000Z
23 I=E2=80=99m on my way. Would you like anything from Dunkin?
24
25 Paula Cofrancesco <[REDACTED]>
26 2024-07-01T07:03:51.0000000Z
27 No thanks.
28
29 Kai Byrd <[REDACTED]>
30 2024-07-01T07:41:12.0000000Z
31 Here
32
33 Paula Cofrancesco <[REDACTED]>
34 2024-07-01T07:41:47.0000000Z
35 Come on over. I=E2=80=99ll meet you at the door.
36
37 Kai Byrd <[REDACTED]>
38 2024-07-01T07:41:54.0000000Z
39 Ok
40
41 Kai Byrd <[REDACTED]>
42 2024-07-01T07:42:39.0000000Z
43 Give me 5
44
45 Paula Cofrancesco <[REDACTED]>
46 2024-07-01T07:42:56.0000000Z
47 =F0=9F=91=8D
48
49 Kai Byrd <[REDACTED]>
50 2024-07-01T08:18:09.0000000Z
51 Door is locked
52
53 Paula Cofrancesco <[REDACTED]>
54 2024-07-01T11:51:02.0000000Z
55 Had Anthony M had any background checks?
56
57 Kai Byrd <[REDACTED]>
58 2024-07-01T13:30:28.0000000Z
59 Liked =E2=80=9CHad Anthony M had any background checks?=E2=80=9D
60
61 Paula Cofrancesco <[REDACTED]>
62 2024-07-01T13:31:04.0000000Z
63 Does that mean he did?
64
65 Kai Byrd <[REDACTED]>
66 2024-07-01T13:31:39.0000000Z
67 Yes , everyone gets checked
68
69 Paula Cofrancesco <[REDACTED]> 000121422

70 2024-07-01T13:31:52.0000000Z
71 Liked =E2=80=9CYes , everyone gets checked =E2=80=9D
72
73 Paula Cofrancesco <[REDACTED]>
74 2024-07-01T17:19:10.0000000Z
75 Was more than one done?

From: Sender Unspecified
To: Paula Cofrancesco <[REDACTED]>; Janice Howard <[REDACTED]>
Sent:
Subject: (No Subject)

Paula Cofrancesco <[REDACTED]>
2024-07-02T08:12:55.0000000Z
Call me if you have a second.

Janice Howard <[REDACTED]>
2024-07-02T09:30:08.0000000Z
Just tried what's up

Paula Cofrancesco <[REDACTED]>
2024-07-02T12:07:10.0000000Z
Have you done background checks on coaches previously? Or is something new?

Paula Cofrancesco <[REDACTED]>
2024-07-02T12:08:49.0000000Z
Have counselors signed off on the Code of Conduct every year? Going back how far?

Paula Cofrancesco <[REDACTED]>
2024-07-02T12:22:57.0000000Z
What's covered in the orientation?

Janice Howard <[REDACTED]>
2024-07-02T12:54:49.0000000Z
Though I requested that going back various years and reiterated it last year I do not believe he can produce those signed documents. I have already spoken to him last week about following my directive completely especially as they were made to him in the company of our chairperson. Also told him he must improve his filing system so that documents are readily located and produced.

When he agreed to doing so each year, I wouldn't have any reason to doubt him as I told him I or anyone else could ask for them at any time. NP can corroborate with me.

He did review all curriculum verbally and did have sign in sheets for all attendees of the orientation.

Paula Cofrancesco <[REDACTED]>
2024-07-02T12:57:06.0000000Z
What's covered in the orientation?

Janice Howard <[REDACTED]>
2024-07-02T13:03:29.0000000Z
I have requested a full list from him and I'll send it to you as soon as I receive it. I know he goes over code of conduct sexual harassment, blood-borne pathogens's first aid but I'm asking for a full list from him. I'm driving right now so you'll probably have a delay in response because I can't keep looking at the phone.

Paula Cofrancesco <[REDACTED]>
2024-07-02T13:04:28.0000000Z
Ok

Janice Howard <[REDACTED]>
2024-07-02T13:06:47.0000000Z
And just so you know, Anthony is now required to keep all of the signed documents now either in my desk drawer or the file cabinet that's next to my desk. Because I want to see them every minute that I'm in that building.

Janice Howard <[REDACTED]>
2024-07-02T13:43:02.0000000Z
So in terms of other things we cover, in addition to what you mentioned we usually cover things such as conflict resolution for situations with the kids, taking initiative and being proactive throughout the day, teamwork as a group of room counselors, etc.

Paula Cofrancesco <[REDACTED]>
2024-07-02T13:43:30.0000000Z



Janice Howard <[REDACTED]>

2024-07-02T14:39:41.0000000Z

No, the one thing I am going to have to insist though is that if anybody asks if Anthony M was allowed to stay on doing clerical or closet organizing work, that it is not put on me and that it is that I saw the advice of you and Dave and you guys made the decision. Because that is how it happened and I want to make sure that that is how it was relayed. I asked about labor laws, etc. and you guys both made the decision for me.

Paula Cofrancesco <[REDACTED]>

2024-07-02T15:15:14.0000000Z

I'm not doing a q&a.

Janice Howard <[REDACTED]>

2024-07-02T15:15:47.0000000Z

, it's just Janice again. I'm figuring you're very busy because you're preparing for this evening. But I've received answers or thumbs up for many of my texts to you and I haven't received one with regard to my last one. And I'm hoping that you respond to it quickly because if I don't hear back from you, then I will try to get a hold of Vin because I want to make sure that everybody understands that people will be there that I know and will be listening to this either in person or remotely. And if I hear that I made a singular decision about any of this, then I obviously will need to correct the record. And I just wanna make sure that everyone is on the same page because you and I both know actually you and Dave and I both know I came to you every step of the way. And so I wouldn't want anybody to think that I even made the decision. It was yours and Dave's and I followed the instructions. If you could please text me so that you acknowledge receipt of this, that would be wonderful.

Paula Cofrancesco <[REDACTED]>

2024-07-02T15:16:29.0000000Z

Ok. I get it

Janice Howard <[REDACTED]>

2024-07-02T15:58:57.0000000Z

Well, one thing I don't know that we mentioned is that the counselors get CPR certified as well. They all don't go every single year because I believe the certification is for a period of two so they get rotated. Anthony is the person who keeps track of that, but the training is done by the Bethany volunteer fire department. It is not part of the orientation. It is done on a different day.

Janice Howard <[REDACTED]>

2024-07-02T17:18:16.0000000Z

Hello! I know that a camera crew is at the Townhall right now and has been I guess at least for a couple of minutes. We've told the counselors to contact us, between me and Anthony because I'm hoping these people are respectful of the fact that there are children in and around that annex. And I'm hoping that they know not to have anything pointed in the direction of the children. I just want you to know, though I'm figuring you already know that the Camu are there. I just want you to know they've been alerted to contact us immediately.

Paula Cofrancesco <[REDACTED]>

2024-07-02T17:20:11.0000000Z

Ok. Thanks.

Janice Howard <[REDACTED]>

2024-07-02T17:21:52.0000000Z

I just spoke to Jared and he said that the camera crew is not outside anymore so I don't know if they are inside or have left. But they are completely aware to contact us as necessary if people start walking around or poking around the annex because people really are not supposed to be there.

Paula Cofrancesco <[REDACTED]>

2024-07-02T17:22:44.0000000Z

The doors should be locked unless they went via the P&R door.

Janice Howard <[REDACTED]>

2024-07-02T17:24:31.0000000Z

OK, I'm actually not sure all I know is Jared said that they were not out there anymore. And I'm hoping that they're not downstairs at all because they really shouldn't be. Even though the children are not there at this time of the day, there could be a reason for them to necessitate some first aid supplies with a counselor. So I'm hoping that they are not downstairs in the town hall because really that would be a breach of security for the kids.

Paula Cofrancesco <[REDACTED]>
2024-07-02T17:26:08.0000000Z
Is the news truck still there?

Janice Howard <[REDACTED]>
2024-07-02T17:26:59.0000000Z
I really don't know cause I'm in North Carolina but I believe that Jared said that he didn't see signs of them being there, but I don't know if he means the actual people or the vehicle.

Paula Cofrancesco <[REDACTED]>
2024-07-02T17:29:14.0000000Z
👍. I know you're not here👍

1 X-RSMF-Generator: Message Crawler by HashtagLegal.com (v6)
2 X-RSMF-Version: 2.0.0
3 X-RSMF-EventCount: 5
4 X-RSMF-BeginDate: 2024-08-20T15:55:34.0000000Z
5 X-RSMF-EndDate: 2024-08-20T16:04:50.0000000Z
6 To: "Paula Cofrancesco <[REDACTED]>" <>, "Dave Pecoraro <[REDACTED]>" <>
7 X-RSMF-Custodian: Cofrancesco, Paula
8 X-RSMF-Application: SMS
9 X-RSMF-EventCollectionID: 7c6bdeb0-8d85-4ff7-bd8a-fdbe8a4498ea
10 MIME-Version: 1.0
11 Content-Type: multipart/mixed; boundary="--EC2Wt1r9KcYxGMhtYkX7KA=="
12
13 --EC2Wt1r9KcYxGMhtYkX7KA==
14 Content-Type: text/plain; charset=utf-8
15 Content-Transfer-Encoding: quoted-printable
16
17 Paula Cofrancesco <[REDACTED]>
18 2024-08-20T15:55:34.0000000Z
19 Hi, Any chance you may have some of the information for me by Thursday? Tr=
20 ying to see what we can have ready by Monday. Thanks.
21
22 Dave Pecoraro <[REDACTED]>
23 2024-08-20T16:00:25.0000000Z
24 Hi Paula, I emailed you today. It should be in your Gmail account
25
26 Paula Cofrancesco <[REDACTED]>
27 2024-08-20T16:01:32.0000000Z
28 Thank you!!!
29
30 Dave Pecoraro <[REDACTED]>
31 2024-08-20T16:04:09.0000000Z
32 I created a minor protection training that is a few pages but it hits the i=
33 mportant points. Add anything you think is needed. I also gave you the li=
34 nk to the DCF training. I think that=E2=80=99s would be best done directly=
35 via DCF. Once it=E2=80=99s completed the certificate from the program can=
36 be added to the employee file for the year. I also gave some ideas how t=
37 o host training electronically but for the initial a paper training is prob=
38 ably quickest and easiest to sign off on
39
40 Paula Cofrancesco <[REDACTED]>
41 2024-08-20T16:04:50.0000000Z
42 =F0=9F=91=8D

From: [Themis Klarides](#)

Sent: Mon, 15 Jul 2024 20:17:39

To: [Vincent Marino](#)

Cc: [Paula Cofrancesco](#)

Subject: [EXTERNAL]Fwd: Employment Practices

Importance: Normal

Sensitivity: None

Attachments:

[NRPA recommended guidelines - Final.pdf](#); [CIRMA Risk Mgmt for Seasonal Employees.pdf](#);
[town_of_simsbury_personnel_rules_and_regulations.pdf](#);

Themis

Begin forwarded message:

From: Elizabeth Gara <[REDACTED]>

Date: July 15, 2024 at 2:51:21 'a0PM EDT

To: [REDACTED]

Subject: Employment Practices

Themis,

Attached is some information from the National Recreation & Parks Association and CIRMA regarding hiring volunteer and seasonal employees.

It seems like most towns do not have a separate personnel policies for parks and recreation. Rather, parks and recreation employees are governed by the town's personnel policies. Attached is the Town of Simsbury's and here is a link to Avon's -

https://www.avonct.gov/sites/g/files/vyhlif151/f/file/file/personnel_rules.pdf and the Town of Coventry - <https://www.coventry-ct.gov/AgendaCenter/ViewFile/Item/8140?fileID=10489>

Not sure if this is the kind of information you are looking for.

Let me know.

Thanks,

Betsy Gara
COST
[REDACTED]

APPENDIX O

1 X-RSMF-Generator: Message Crawler by HashtagLegal.com (v6)
2 X-RSMF-Version: 2.0.0
3 X-RSMF-EventCount: 38
4 X-RSMF-BeginDate: 2024-07-01T07:39:24.0000000Z
5 X-RSMF-EndDate: 2024-07-01T19:48:11.0000000Z
6 To: "Paula Cofrancesco <[REDACTED]>" <>, "Themis Klarides [REDACTED]"
7 <>, "Vincent Marino [REDACTED]" <>
8 X-RSMF-Custodian: Cofrancesco, Paula
9 X-RSMF-Application: SMS
10 X-RSMF-EventCollectionID: 4f6fa052-adfa-4373-9f72-84fd0f14f777
11 MIME-Version: 1.0
12 Content-Type: multipart/mixed; boundary="--1e6/Jd7AblGxwWmVc7/vBA=="
13
14 ---1e6/Jd7AblGxwWmVc7/vBA==
15 Content-Type: text/plain; charset=utf-8
16 Content-Transfer-Encoding: quoted-printable
17
18 Paula Cofrancesco <[REDACTED]>
19 2024-07-01T07:39:24.0000000Z
20 I need to talk to the both of you this morning!
21
22 Paula Cofrancesco <[REDACTED]>
23 2024-07-01T08:55:00.0000000Z
24 I need to respond to Janice!
25
26 Paula Cofrancesco <[REDACTED]>
27 2024-07-01T09:03:37.0000000Z
28 Can the two if you do a conference call right now?
29
30 Paula Cofrancesco <[REDACTED]>
31 2024-07-01T09:05:33.0000000Z
32 Can Vin be on?
33
34 Paula Cofrancesco <[REDACTED]>
35 2024-07-01T09:15:12.0000000Z
36 Janice is my P&R Director.
37
38 Paula Cofrancesco <[REDACTED]>
39 2024-07-01T09:17:12.0000000Z
40 I need to move now and not later.
41
42 Paula Cofrancesco <[REDACTED]>
43 2024-07-01T09:17:56.0000000Z
44 I told her to draft something, and we can review. Hopefully not take 4 hou=
45 rs!
46
47 Paula Cofrancesco <[REDACTED]>
48 2024-07-01T09:20:10.0000000Z
49 Did you see the letter from Dave Pecoraro? I did send it didn=E2=80=99t I?=
50 Can we use any of that?
51
52 Paula Cofrancesco <[REDACTED]>
53 2024-07-01T09:23:23.0000000Z
54 I=E2=80=99ll forward to you know.
55
56 Paula Cofrancesco <[REDACTED]>
57 2024-07-01T09:25:07.0000000Z
58 Just sent.
59
60 Paula Cofrancesco <[REDACTED]>
61 2024-07-01T09:59:10.0000000Z
62 11:30 =F0=9F=91=8D
63
64 Paula Cofrancesco <[REDACTED]>
65 2024-07-01T10:40:03.0000000Z
66 3 hours would make it 8:30 for you.
67
68 Paula Cofrancesco <[REDACTED]>
69 2024-07-01T11:24:22.0000000Z

70 Should I have Janice in my office for this call?
71
72 Paula Cofrancesco <[REDACTED]>
73 2024-07-01T11:27:57.0000000Z
74 I just sent the both of you Janice=E2=80=99s draft letter.
75
76 Paula Cofrancesco <[REDACTED]>
77 2024-07-01T11:29:37.0000000Z
78 Can I invite Janice?
79
80 Paula Cofrancesco <[REDACTED]>
81 2024-07-01T11:30:04.0000000Z
82 You two connect and then add me.
83
84 Paula Cofrancesco <[REDACTED]>
85 2024-07-01T11:34:52.0000000Z
86 Ok
87
88 Paula Cofrancesco <[REDACTED]>
89 2024-07-01T12:26:06.0000000Z
90 Just sent you an email from the 3rd Selectman. This response needs to be d=
91 one very carefully.
92
93 Paula Cofrancesco <[REDACTED]>
94 2024-07-01T12:39:33.0000000Z
95 I need to address her email sooner than later!
96
97 Paula Cofrancesco <[REDACTED]>
98 2024-07-01T14:58:56.0000000Z
99 How those responses coming?
100
101 Paula Cofrancesco <[REDACTED]>
102 2024-07-01T16:00:35.0000000Z
103 I have a wake to go tonight. I=E2=80=99m on my last nerve right now.
104
105 Paula Cofrancesco <[REDACTED]>
106 2024-07-01T16:09:00.0000000Z
107 I don=E2=80=99t have anything yet.
108
109 Paula Cofrancesco <[REDACTED]>
110 2024-07-01T16:09:42.0000000Z
111 Is it Janice=E2=80=99s letter or a response to the selectman=E2=80=99s emai=
112 l?
113
114 Paula Cofrancesco <[REDACTED]>
115 2024-07-01T16:23:41.0000000Z
116 I have nothing.
117
118 Paula Cofrancesco <[REDACTED]>
119 2024-07-01T16:34:57.0000000Z
120 Don=E2=80=99t know who you sent it to, but I didn=E2=80=99t receive it.
121
122 Paula Cofrancesco <[REDACTED]>
123 2024-07-01T16:38:19.0000000Z
124 What did you change? Looks like the same letter you sent this morning =F0=9F=
125 =98=A9
126
127 Paula Cofrancesco <[REDACTED]>
128 2024-07-01T16:39:54.0000000Z
129 Can you send without all your edits (tracking)?
130
131 Paula Cofrancesco <[REDACTED]>
132 2024-07-01T16:40:59.0000000Z
133 Themis I=E2=80=99m not good with it. Some information is incorrect.
134
135 Paula Cofrancesco <[REDACTED]>
136 2024-07-01T16:43:05.0000000Z
137 We have NOT tried to get information from any agencies.
138

139 Paula Cofrancesco <[REDACTED]>
140 2024-07-01T16:45:04.0000000Z
141 Not the version I=E2=80=99m looking at
142
143 Paula Cofrancesco <[REDACTED]>
144 2024-07-01T16:46:28.0000000Z
145 Please just send it as a regular document. No tracking.
146
147 Paula Cofrancesco <[REDACTED]>
148 2024-07-01T16:49:25.0000000Z
149 We are getting the shit kicked out of us on Facebook because they have not =
150 gotten a response from P&R.
151
152 Paula Cofrancesco <[REDACTED]>
153 2024-07-01T17:18:38.0000000Z
154 I=E2=80=99m retyping with a few adjustments. How long will you without cov=
155 erage?
156
157 Paula Cofrancesco <[REDACTED]>
158 2024-07-01T17:31:20.0000000Z
159 Please check you email. Just sent my version.
160
161 Paula Cofrancesco <[REDACTED]>
162 2024-07-01T17:31:28.0000000Z
163 Please check your email. Just sent my version.
164
165 Paula Cofrancesco <[REDACTED]>
166 2024-07-01T17:49:52.0000000Z
167 Call me.
168
169 Paula Cofrancesco <[REDACTED]>
170 2024-07-01T19:31:19.0000000Z
171 Well Themis looked at it. We=E2=80=99re done.
172
173 Paula Cofrancesco <[REDACTED]>
174 2024-07-01T19:48:11.0000000Z
175 I made the changes.
176
177
178 ---le6/Jd7AblGxwWmVc7/vBA==
179 Content-Type: application/octet-stream; name=rsmf.zip
180 Content-Disposition: attachment; filename=rsmf.zip
181 Content-Transfer-Encoding: base64
182
183 UEsDBC0AAAgIADuqMFpAhCs3/////////8SABQAcnNtZl9tYW5pZmVzdC5qc29uAQAQABM8AAAA
184 AAAAnAcAAAAAADdW82O48YRvgfIOlTmENjwas2/JkXCiIHswrAce73ILLJIAh9aZFNiRLEHJDWC
185 YBjwC+SQW3LK2a/lJ/Aj+KsmNaNsJp5ppA9272VnNaK4qqr+vvq+Kn79618RXd2qfmh0dlXQVfQ8
186 eB5cPTMvY38h+bMrmRnbjgN/9lV8kMpfn6um4iuWYVQu8ySKZJasl2G2lpEoRR4s13Utq2g9fZi5
187 oGqGmlae+KrX8tBKEqHrXnalGkpNH70XBfH7lIdiIdJI/O5quuyb+fJ3b7tO5LIKZVqHWZJFYVxG
188 WZXmdVmHeRZWWfTwbd9s1b4Z6A+t7JtKdFTRByHumoRBuoyix265rFQe5KJMLonKw0SKSpVimVa5
189 qJMyjNXDt/xTgy/YjfQFbntna5o7CpGGCZ7c3ZG/6ldTlEvdCT7kiIz8RNGrFePedbQIZJQtKqQW
190 i3VdiUUZV2kULrNUZdnD/6GkTmsZiGghqloukjiLF3mdRYtlUldBHSZ1lmW0oCiIkG+D7MMgvPgY
191 pG+sdb/nFF5/cX3xm/F0o/jVqulVOV5e8mAVmXp4eungzU9POH/yY6k61+RXc5VdJEDdIl0/EfkX
192 vw/CLM/jy/Cev/leDYPcXFbCWlem4FfUKVXRqGmU7c78vVW0luOWdE0nfcC/UZl73XdNt/nNwwG0
193 PG+XpWRyY1kzqlWj4kNey3ZQ9+e42d/ofuSDy5/aoR5kelkKdcIwyv2NARSU0SLIFkH4JsiKOC+i
194 5C//UZdcLjP46M040fj2jxz9cwKWD5TfUxLQq+FGdyYXn8muKZWf0V4WQhRB4CrauVW0X8jOFPh4
195 lNRM9VlpoSSrFwVUDpUyralvtlsR+r08WMvKz4vgriIM0c5SGZmNuD5OORwDsA+tFakO2/jK4o4
196 dhXfS6p7PL4TEBcj9ole//aP9NJwn+6felrLoSjCyFwsLzu0x2N9T597fasYMEgCwjs9EloS5W/I
197 M4chj60gfAWCbCvaqp6ZsuplPdKg9wp9Srd5ZsJ/ZBTvqFe3jTo+J/pU36j60LYnk5hR7hQltNWH
198 fvCTYvMizAqRuj0SiVV+XjaV4dVBgWZBtWjWcBC07vWeXkockteqlL3s9cdEK6rw7kEhZ83IP3ff
199 f/uvkVb4FbME8ngYFFJ64mZ03MrRV7qIgiJ01RilwipfK4QcHQ/k01H2pvvk700AZb7yRRQXkTnu
200 Tq2C/dlhAFpByHkbW/T2zvpK0ykbhkUc0A///sffPelzBHDdGUjYqdR4oks66g04d88MCsBecsAB
201 HIwYXhZ0GBRJAk3kikntx0o1Yo5or2jLtHlu6ztu63Vdc4/PsTf+DItWL7kRhZpKishVey/spOqK
202 /nYG7P/yxaZ8gDyHuQmdGh0/zwGygI7SfBAL00HLreCKmu62Gc/HwNtaz93ZMsJOyv6ZvV7YYrDC
203 OtgFRkihF+9IVk8B5Wtdx8B3V9avsFOyX+58bFS4DUSK4Qyx7dTnXYNtVAYAQ+1lA3XD6pPVaAyJ
204 c40BQjnuZQdr4A2z5+S8Q2nyLGRgCQRvstKdIoy8TiDXfrIP/DwDURGlReDKLRCW6vNu/gSYQR4G
205 Y+xMSRs0UsANDtJo3DQv3Zow4vGTM7NY2AnST+FYjluN2j8fAjSTeg8rzU+KBTJhAOWS200U6tzJ
206 SzqygALMBdBulR3PmgBFbMTsMRLh/r6V8AlQ/Oj770ZRfqIPoCcoYuFIYQk7WQv/UU+Wo5FYMBqN
207 i0wn5adBEyLamP25MhGEnZ5dDWwaXOim2RqGiJX3HDYvIXXnkjYKyxCCn4hkUpK4apdSW4FrCh9j

208 Ea57XxEgHm8SOkKY1E67vpzxhf10Om4nc50NYD4Ko35G6wPmHfejD0xqVYOMNN4CEIsDV0ZCaidx
209 32KCZCZOnIQSbeVGyDL0uda7gdqGKRkKYZD7u6HVXbIul6BgMf/zOy+VWlreYyLMXZ0UOzXMLs8c
210 b0xwGzSlOBm8i4MXoQiqZhzoVbGX5Q5I9b6vXAApIFzZEamddJ6XUKc2lAflG62nTDAAEVljyA4X
211 jvcSzRYob5hgiVT3vF3iK3XA/hfODoSdNH6rpq70lZdvaOybaUtzo8AcFzkwxgYPyLHe2ZWNGrxN
212 RFwErLRCaqeRX/HSCJhh3kefhVoL2mCtIP/HVvEveykWSiHBKNcZFNkJ5detkrAkzsMXsx0iB6MS
213 NljQ7yHbysOex+hEr6ChZlbtvbTilq6YmU7hQwQgvvJsDNysZsGaYts7JpyB0RijsZqzmFg3+IT
214 Wao1TgXc0lLy4g7efZowbKITzMcwTriXega8sKHobd6wVu4Msyy1tmHxXmGFkfNmWfxSrbCfWPGx
215 4sMzmNW4I7XavGNqte5arxILjTlYxc9OC/uL2F5wdagyO9U9wlu5VeXOxNzYG8jG/fQChuBMNz+z
216 wzH2h//kQusJ8YYKbvyoTI7Tf5u+Od5wy8j/m6eeZkT4Kz+7XT4C5Zlvo6UsyKBhnPl52V2Ivqt
217 QmRnIccNKigaloeRb295VwVUznPNnxmmOKppTNFCd/ZFZqeeV9iKqyYHaXKWPFVi8KrhET3dTX33
218 CcZStzx9h38wPaf7lMc+8eDdNz8CUEsBAjMALQAACAgAO6owWkCEKzf/////////xIAFAAAAAAA
219 AAAAAAAAAAAAAAHJzbWZfbWFuaWZlc3QuanNvbGFAEAAATPAAAAAAAAAJwHAAAAAAAAAUEsFBgAAAAAB
220 AAEAVAAAAOAHAAAAAA==
221
222 ---1e6/Jd7AblGxwWmVc7/vBA===
223

APPENDIX P



Robert L. Holzberg
90 State House Square
GPS Users: 10 Market Street
Hartford, CT 06103-3702
p 860 424-4381
f 860 424 4370
rholzberg@pullcom.com
www.pullcom.com

March 13, 2025

VIA EMAIL

daniel.loughman@ct.gov

CSP.Colonel@ct.gov

Gwaina.wauldon@ct.gov

Colonel Daniel Loughman
Connecticut State Police
1111 Country Club Road
Middletown, CT 06457

RE: Town of Bethany Investigation

Dear Colonel Loughman:

I am writing to you at the suggestion of Attorney Wauldon with whom I briefly discussed the issues raised below. By way of background, my law firm and I have been retained by the Town of Bethany to conduct an independent investigation into the arrest of Anthony Mastrangelo for alleged sexual abuse of minors and the Town's response to his arrest. While the scope of our investigation is wide ranging we have been charged, in part, to report on the unexplained eighteen (18) month delay between the December 2022-January 2023 investigation by the Bethany Barracks into allegations of sexual abuse of minors by Mr. Mastrangelo and the June 2024 application for the arrest of Mr. Mastrangelo.

In order to better understand this inquiry I attach a timeline tracking the dates that: 1) the parents of the five minor female victims filed complaints with Bethany Barracks; 2) the parents were interviewed by Troopers Gouveia # 1196 and his fellow Troopers; 3) the Yale Child Advocacy Center completed its forensic interviews; 4) Trooper Gouveia and Trooper Piccirillo #1053 submitted arrest warrant applications in connections with the alleged assaults of the five minor victims. Please note that all of these dates are set forth in the arrest warrant applications drafted by the Troopers and are therefore presumably accurate and reliable.

In short, the timeline reveals that the first allegation was reported in December, 2022 with additional complaints filed by three other parents in early 2023. In each of these matters statements were promptly taken by investigating Troopers, forensic interviews validating the allegations were completed in 2-3 weeks following the criminal complaints and DCF confirmed the allegations of each complaint. Yet despite the fact that probable cause for the arrest of Mr. Mastrangelo as to four of the victims was established within 60 days of the initial complaints in

Colonel Daniel Loughman
Connecticut State Police

Page 2

early 2023 no action was taken on these matters for almost eighteen months until the parent of a fifth victim reported the assault of her child in May 2024 and demanded to know why the investigation lay dormant for well over a year.

The principal question raised by the timeline, which is a matter of significant concern to parents of the victims, Town residents, and elected Town leaders, is why there was an approximate 18 month delay between the parents' initial complaints and sworn statements (December 2022-March 2023), prompt verification of abuse by DCF and Yale forensic interviews (all completed within 30-60 days of the initial allegations) and the application for arrest warrants in May/June 2024. To the extent that you and your team can respond to the following questions/concerns we (and Bethany residents and their elected officials) would be most appreciative:

1. Given that there appears to have been more than sufficient probable cause to seek arrest warrants within 60 days of each of the allegations, why were arrest warrant applications not submitted immediately given the public safety risk of the alleged assailant and the State's longstanding public policy of protection of minors;
2. Is it a coincidence that upon the presentation of the fifth allegation in May, 2024 and irate complaints by the mother about investigative inactivity, applications for warrants in the other four allegations dating back to December, 2022 and January, February, and March 2023 were immediately filed;
3. Was there any attempt to delay, hinder or interfere in the investigations or processing of arrest warrant affidavits;
4. What CSP policies and procedures, if any, govern the timely investigation and criminal prosecution of child sexual abuse allegations?

Given the time constraints we are operating under, we would appreciate as prompt a response to the above as is possible.

Thanks very much for your cooperation and assistance.

Very truly yours,



Robert L. Holzberg



CONNECTICUT STATE POLICE

COLONEL DANIEL LOUGHMAN

April 17, 2025

Robert L. Holzberg, Esq.
Pullman & Comley LLC
90 State House Square
Hartford, CT 06103-3702
rholtzberg@pullcom.com

Dear Attorney Holzberg:

I am in receipt of your March 13, 2025, letter requesting that the Connecticut State Police answer certain questions related to an inquiry that your firm is conducting. In light of an ongoing criminal investigation and prosecution, the State Police are unable to respond to your inquiry. I have discussed this matter with State's Attorney John Doyle, who concurs with the State Police's position.

Thank you.

A handwritten signature in blue ink that reads "Col. Daniel Loughman" followed by a stylized flourish and the number "#002".

Colonel Daniel Loughman
Commanding Officer
Connecticut State Police

cc: John P. Doyle, Jr., Esq.
Gwaina Wauldon, Esq.

1111 Country Club Road
Middletown, CT 06457

Phone: (860) 685-8000 / Fax: (860) 685-8354

An Affirmative Action/Equal Opportunity Employer

APPENDIX Q

Board of Selectmen
MINUTES
July 8, 2024 Special Meeting

MINUTES APPROVED – 8-6-2024

Board of Selectmen Attendance: First Selectman Paula Cofrancesco, Selectman Robert Brinton

In attendance virtually: Selectman Gina Teixeira, Town Attorney Vincent Marino, Park & Recreation Director Janice Howard

Also in attendance: Finance Director Leslie Bacigalupi, Assistant Park & Recreation Director Anthony Cofrancesco and the following...

Erin Gorski	Holly Matthews	Bradley Conlan
Jess Pagonis	Matt Rakowski	Laura Miller
Destiny Schilpp	Ant Dota	Richard Troy
Sally Huyser	Shane Lowe	Danielle Troy
Jennifer Searles	Michael Sullivan	Emily Meredith-Stein
Amy Rushlow	Jackie Nugent	Shannon Lane
Kathleen Schurman	Donna Shea	Johanna Fernandez
Caelan Watson	Melissa Rakowski	Marie Bartels
Caroline M. Leary	Erin Nutter	Megan Rostowsky
Susan Bradford	Jayend Krishmoorlhy	Michelle Behun
Linda Bates	Constance Royster	Kim Monaco
Joanne Blanck	Jennifer Gereda	Bob Monaco
Rich Savo	Lorri Cavaliere	Janessa Smith
Kathryn Sylvester	David Pecoraro	Lesley Corrone
A Turner	Arthur Calabrese, III	Alissa Hill
Caitline Floyd	Keith Roselle	Amy Lestinsky
Christine Floyd	Jeff Purcell	Caitlin Nugent
Jimmy Valenti	Vincent Ciavarella	Kerri Rosson
Justine Henao	Craig Brown	Steve Kirschbaum
Laura Kreuzkamp	James Nickle, Jr.	Alyssia Walowski
Kim Cabeleira	Jennifer ?	Seth Walowski
Susan Purcell	Chris Pittenger	Will Brinton
Ian Solomon	Jenny Turner	Joshua Eaton, NH Register
Melissa Solomon	Tori Turner	Naomi Rosenstein
Kristen Puglisi	Nicolette Ayant-Nolan	Ann Roselle
Joanie Black	James Stirling	Pua Ford
Janice Loomis	Craig O'Connor-Hall	Jacqueline Ronnholm

1. BOARD OF SELECTMAN – CALL TO ORDER

First Selectman Paula Cofrancesco called the Special Meeting of the Board of Selectman to order at 6:37p.m. and read the following statement:

Last week was a very difficult meeting for everyone. It was very important for everyone to be heard and the words spoken were not easy for me to hear. I left that meeting with a lot to think about.

After thinking about this matter very seriously and conferring with others, I believe that this matter needs to be reviewed by an independent counsel, whose retention I am recusing myself from.

Also, I am meeting with a representative from the State Police in the immediate future. I will be demanding that the State Police commence an internal investigation into why it took so long for them to complete this investigation.

I find it unacceptable that the Town was not given information after repeated requests by me.

2. Discussion and Possible Action – Set the date for Special Town Meeting

Based upon receipt of a petition by town members requesting a Special Town Meeting for the purpose to discuss the Town's Response and Communication Related to the Criminal Investigation and Arrest of a Former Employee.

Selectman Brinton made a motion to hold a Special Town Meeting on Tuesday, July 23, 2024, at 7:00p.m. in the Town Hall Gym. Motion was seconded by Selectman Teixeira.

Selectman Teixeira requested that there be a hybrid link for this meeting to allow for wider community participation.

Voting: Cofrancesco, Brinton and Teixeira. Unanimous Approval.

3. Discussion and Possible Action - Independent Investigation and/or Review

First Selectman Cofrancesco stated that she would be recusing herself from the process of selecting independent counsel to handle an examination and review since she herself could be part of the examination. A discussion followed regarding what the proposal, scope and funding would entail.

Selectman Brinton made a motion to engage independent counsel to handle an examination and review of this matter with a referral to the Board of Finance to approve funding in an amount up to \$30,000 for the purpose of retainer for these services. Motion was seconded by Selectman Teixeira.

Voting: Cofrancesco, Brinton, Teixeira. Unanimous Approval.

4. Move to Executive Session – Personnel Matters & Possible Litigation

Motion was made by Selectman Brinton and seconded by Selectman Teixeira to enter executive session.

Voting: Cofrancesco, Brinton, Teixeira. Unanimous Approval.

Executive session began at 6:55p.m. with Selectman Cofrancesco, Selectman Brinton, Selectman Teixeira, Town Counsel Vincent Marino, Finance Director Leslie Bacigalupi, Park & Recreation Director Janice Howard, Assistant Park & Recreation Director Anthony Cofrancesco. At 7:59p.m. Finance Director Leslie Bacigalupi, Park & Recreation Director Janice Howard and Assistant Park & Recreation Director Anthony Cofrancesco exited the executive session.

At 9:27p.m. Executive session ended with unanimous approval to proceed with the public portion of the meeting.

5. Discussion and Possible Action – Executive Session Items

Selectman Teixeira made a motion to direct the First Selectman to schedule a Special Meeting/Executive Session of the Board of Selectmen for Wednesday, July 24, 2024, for the purpose of potential disciplinary action up to termination of the Director and Assistant Director of Park & Recreation. Seconded by Selectman Brinton.

Voting for: Selectman Brinton, Selectman Teixeira. Abstained: First Selectman Cofrancesco. Motion passed.

6. Adjournment

Selectman Brinton made a motion to adjourn at 9:32p.m. Motion was seconded by Selectman Teixeira.

Voting: Cofrancesco, Brinton and Teixeira. Unanimous Approval.

Respectfully submitted,

Leslie Bacigalupi
Finance Director

BETHANY BULLETIN

VOL.14, ISSUE 9

www.bethany-ct.com

September 2024

Town Hall, Parks & Recreation & Public Works/Recycling Center will be
CLOSED Monday, September 2nd in observance of Labor Day.

Trash pick-up delayed one day.



From the First Selectman's Desk August Highlights and September Updates

Dear Bethany Residents,

As many of you already know, a tragic event has deeply affected our town. An individual who previously worked as a counselor for the Parks and Recreation Department and as an intern and substitute teacher at Bethany Community School was arrested. The individual was charged with sexual assault charges that involved five separate minors. This incident was investigated by the Connecticut State Police, and after a lengthy investigation that lasted approximately 18 months, the suspect was ultimately arrested.



There has been a great deal of speculation surrounding this incident, and as your First Selectman, I would like to explain what actions were taken by the Town prior to the arrest and following the subsequent arrest. An allegation regarding the suspect came to the attention of the Superintendent of BCS in December of 2022. The allegation was made by a parent. The Superintendent had a conversation with DCF. Although DCF requires mandated reporters to report incidents involving potential child abuse immediately, the information must be obtained from first-hand sources. At that particular time no direct information was available to the Superintendent or me. (Later reports would be made to the Connecticut State Police (CSP) regarding the incident which would be investigated by both DCF and CSP.) Based on the limited information available at the time, it was decided by the Superintendent to remove this individual from the school immediately. At the same time this individual was removed from any contact with minors in all Parks and Recreation programs. He was allowed to work for a short period of time in a different capacity while supervised. Many have complained that he was not terminated immediately. The reason is simply that enough evidence was not available at the time to justify such an action. A decision was made by me to limit the Town's potential exposure to liability while at the same time ensuring this individual had no further contact with the minors involved in town programs.

There have been many complaints that residents of our town were not notified of this event when it was brought to our attention in 2022. It is a valid question, but the reason is simple. Both a DCF investigation and CSP criminal in-

vestigation were opened shortly after the initial complaint was made. At that point the Town was legally and ethically bound not to comment on an open investigation. The immediate threat to our children was already addressed so any type of notification would have been considered interfering with an investigation. It is also crucial that both DCF and CSP were able to perform a proper investigation that was unbiased. As part of their investigation, children and Parks and Recreation employees were interviewed. It is imperative that testimony obtained from all parties as part of the investigation was not influenced by the sharing of allegations that were at the time not substantiated. Doing so would have a high likelihood of compromising the investigations of both agencies. Additionally, sexual assault counselors recommend against such action since it has the potential to affect the natural disclosure process of children potentially subjected to this type of abuse.

I learned of the details of this case upon reading the arrest warrant affidavits in June of 2024 when they were made public by the Connecticut State Police. Some residents believe that CSP must have been sharing the findings of their investigation in real time with me over the previous 18 months. This simply is inaccurate and would violate proper police procedure. I did not learn of the charges until they were shared publicly.

Since learning the tragic details, several actions have been taken. I have spoken to representatives of the Connecticut State Police to understand why this investigation took so long. There are several other questions that have come to light regarding CSP's handling of this case. Normally, cases involving children or sexual assault are assigned to a specialized unit within police agencies that spe-

Continued on pg.2

Inside This Edition:

Town Hall News	Pg. 1-3
School News	Pg. 4
Bethany Seniority	Pg.4/5
Library Happenings	Pg. 9
Meetings Calendar	Pg. 7

*Submit stories, events, calendar dates, press releases, inquiries, advertisements, etc. to [Jennifer Cafasso at Jennifer.Cafasso@bethany-ct.com](mailto:Jennifer.Cafasso@bethany-ct.com)
Please hand deliver or mail all advertisements' payments and make checks payable to the Town Clerk's office located at 40 Peck Road, Bethany, CT 06524.*

Deadline is the 15th of the previous month.

First Selectman's Desk

continued from front page

cialize in them. This was not done by CSP for some reason. Perhaps this is why it took so long to investigate this incident.

To fully understand the situation, an independent investigation by outside council will be conducted. The funding of up to \$75,000.00 was approved for this review. I have recused myself from the process, and the 2nd and 3rd Selectmen will be working to set the scope of work, find and retain independent counsel capable of performing this task. The Director of the Parks and Recreation Department submitted a letter of resignation effective August 23, 2024. The Assistant Director currently remains on administrative leave. An Interim Director of Park and Recreation has been appointed so the Park and Recreation program can continue to operate. The Parks and Recreation Department is vital to many families in town. Nick Bottone has done an incredible job stepping into this role. Park and Recreation families have been receiving updates from Nick on a regular basis to explain each week's plans and events. We have also installed cameras in the annex building of Park and Recreation.

Moving forward we will be working to begin a minor protection program for all staff of Park and Recreation. This training will be conducted online and required annually. The purpose of this training is to ensure all staff and volunteers know what behavior is appropriate around children. This is important because in most situations something inappropriate may not be abuse and would not rise to the level of a DCF report. This training should make it very clear to staff what behavior needs to be reported to supervisors immediately. A formal DCF mandated reporter training will also be administered annually to all staff. We also will be working with the Women and Family Center in New Haven to offer counseling sessions to anyone who feels they need assistance. This organization came to town in July to offer services and explain to residents how the process of reporting these incidents works. They are a wonderful resource for anyone with questions or concerns. Finally, a Parent Academy was held on August 20th at BCS for parents wishing to learn the best ways to discuss these difficult topics with their children and learn about the services available through BCS. This is another resource for anyone who wishes to learn more. The Parent Academy is being recorded and will be available on the school website.

Towns around the State held early voting for seven days and the primary on Tuesday, August 13th. For the Bethany Democrats it was a primary to select the candidate to run to fill a vacancy for Judge of Probate District 37. The Bethany Republicans held a primary to select the candidate for U.S. Senator. The results follow:

AUGUST PRIMARY RESULTS

Democrats Judge of Probate Candidates		Republicans United States Senator Candidates	
Michael Dolan	Karolyn Papacoda	Gerry Smith	Matthew M. Corey
Totals: 121	47	Totals: 50	30
Early Voting: 55		Early Voting: 9	
Absentee: 8		Absentee: 1	
In Person: 105		In Person: 70	
TOTAL VOTES: 168		TOTAL VOTES: 80	

On Thursday, August 15th, the Bethany representative from the Connecticut Interlocal Risk Management Agency (CIRMA) presented a check for \$5,188.87 to me as the First Selectwoman of the Town of Bethany, which is a share of CIRMA's latest \$2 million Members' Equity Distribution. Over the past fourteen years, CIRMA has placed nearly \$44 million in equity back in the hands of its members.

CIRMA was established as a Connecticut Conference of Municipalities (CCM) service program--with all of Connecticut's 169 municipalities as members of CCM. CIRMA is also the only insurance provider that returns equity to its members—not shareholders. The program also supports CIRMA's long-standing commitment to prioritize the interests and prosperity of Connecticut's local communities over profit margin.

The Bethany Community School staff has been working very hard to make sure that things are ready for a safe and productive year. Thank you to Kai Byrd, our Superintendent of BCS, and all of her staff for the countless hours and energy they have expended getting ready for this school year. Teachers and staff were back in action for professional development days the week of the 20th. Everyone has a new energy and enthusiasm as they prepare for the new school year. Whether heading to kindergarten or college or middle or high school, I want to wish all of our students a wonderful school year. Best wishes to teachers and staff too ☺

A reminder as we start a new school year: Bethany/Amity schools began classes Monday, August 26th. August/September brings the opening of schools across the State of Connecticut. In our beautiful rural town, students will be walking to nearby bus stops and waiting at intersections. Please SLOW DOWN when you see children or see a school bus. Be aware that children may dart across the street. Watch for school buses and STOP at all flashing lights. When you stop for a school bus, you are ensuring the safety of the students boarding or exiting that bus. If we all work together, we can keep the students of Bethany safe this year. Thank you.

Remember, as Amity is a regional school system and deals with a larger population, their protocol and schedules will be a little different than BCS.

Summer certainly provided its share of hot and at times tumultuous weather. On Sunday August 18th, portions of the State received unprecedented amounts of rain, which brought catastrophic results to several towns. Bethany endured the rain but came through with only a couple of minor issues. I was in contact throughout that day with our Emergency Management Director to make sure we stayed on top of anything that might arise

Most of the summer temperatures fluctuated from comfortable to heat waves, but we carried on. Our young campers continued to enjoy being with friends, doing crafts, playing games and just having fun, especially on Fridays down at the lake at Veterans Memorial Park when weather permitted. Thank you to our Parks and Recreation staff for continuing to conduct a safe and energetic program.

Catch basin replacement and road repairs have previously been completed on Almar Drive, Judd Hill Road, Tollgate Road, and Oak Ridge Drive in preparation for paving. As always, thank you to our wonderful road crew for their assistance to W.R. Grieger Excavation with any preparation work on this road project. Milling has begun and paving will begin around or shortly after the Labor Day

weekend depending on the weather. The paving company will determine the order in which the roads are done.

As this Bulletin gets ready to go to print, the paving project behind the Town Hall has been completed. There will now be additional parking spaces available during school and town events. Thank you to our public works crew and the following companies who helped with this project: NJM Landscaping & Excavation, LLC; W.R Grieger Excavation; Hines Paving & Sealcoating. It clearly was a team effort to get this project completed.

Reminder: When walking your dog at Veterans Memorial Park, please abide by the posted signs: dogs must be on a leash, and you are required to clean up any dog waste that they make. These rules also pertain to Hoppe/Cofrancesco Fields on Amity/Munson Roads. Please help keep these areas safe and clean. We ask that you also pick up after your dog if you are walking along our town roads. Your cooperation is greatly appreciated.

Please note that the posting for vacancies on Boards and Commissions is being listed again in this issue. We want to make sure that everyone has had an opportunity to see it. If you have already responded to the August posting, your response is on file. Thank you for your interest in serving the Town of Bethany.

For ongoing updates, please go to the Town website or the Town of Bethany Facebook page for more information.

I hope everyone has enjoyed their summer. We now look forward to the start of school and the return to our regular routines.

Wishing everyone a safe and happy



SAVE THE DATE!!!



DATE: Sunday, October 6, 2024

TIME: 11:00a.m. to 4:00p.m.

Bethany Airport - Amity Road

New this year will be a climbing wall, beer garden, band concert to name a few!

Interested in being a sponsor: Contact Janet Brunwin at (203) 231-3694 or email: brunwin@sbcglobal.net

Interested in being a vendor: Contact Sue Hurlburt at (203) 996-2275 or email: bethanytharvestfestival@gmail.com

Check out our Facebook page: [@bethanyharvestfestival](https://www.facebook.com/@bethanyharvestfestival)

Your One-Stop Shop For



**ORGANIC
FEED**



**POWER
EQUIPMENT**



**PET FOOD
& SUPPLIES**



**CLOTHING
& MORE**



**RIDING
APPAREL**



TACK

What Can We Feed Or Fix For You?

770 Amity Road, Bethany, CT | lsbfarmsupply.com | (203) 393-0002 | [f](https://www.facebook.com/lsbfarmsupply) [i](https://www.instagram.com/lsbfarmsupply) [t](https://www.tiktok.com/@lsbfarmsupply)

From the Superintendent of School's Desk

Dear Community Members,

It feels like just yesterday we were soaking up the last rays of summer, and now we've already wrapped up the first exciting week of the new school year! On August 19th, the entire Bethany Community School (BCS) staff returned refreshed from their well-deserved summer break, ready to dive into four days of professional development and classroom preparation. Our first day together, led by Mr. Reed-Swale and Ms. Nathman, centered around team-building, behavioral support, and communication. This time was invaluable, not only for practical planning but also for recognizing the importance of adult social and emotional learning as we welcomed several new staff members to the BCS family.



We are thrilled to share that the 2024-2025 school year is officially underway, and the excitement on campus is contagious! The start of a new school year brings a unique sense of anticipation, and we are eager to embark on this journey of learning, growth, and discovery together.

From the Central Office staff, who spent the summer diligently updating all district information systems and instructional platforms, to our custodial team, who meticulously prepared the school and campus grounds, to the administrative team that coordinated professional learning and

back-to-school logistics—every member of our community played a vital role in creating a welcoming, safe, and supportive environment for our students. We are also deeply grateful to our teachers and staff for preparing their classrooms and instructional spaces, and to the parent volunteers who generously contributed their time and treats. This collective effort truly reflects the strong sense of community that defines Bethany Community School.

On August 26th, the BCS campus was alive with excitement as over 400 eager students arrived for their first day of the new school year. The air was filled with anticipation and the promise of a year filled with learning, growth, and memorable experiences. With backpacks on shoulders, students—both new and familiar—were greeted by the warm smiles and high-fives of teachers and staff lining the walkways, ready to embark on another year of discovery and achievement.

The enthusiasm and teamwork displayed by our entire community have created an inspiring atmosphere where our students are excited to learn, explore, and grow. As we move forward into the school year, we are eager to strengthen our connections with the community and foster new partnerships to support our students, families, and staff.

As always, if you have any questions, concerns, or ideas, please don't hesitate to contact me at 203-393-1170 or via email at kbyrd@bethany-ed.org.

Let's make this school year one of remarkable achievements, shared successes, and boundless opportunities for everyone in our community!

INTERESTED IN BEING A JUSTICE OF THE PEACE?

Applications are available between August 1, 2024, and November 1, 2024, for anyone who would like to apply for appointment to the office of Justice of the Peace. To be eligible, you must be a town elector and NOT a member of a major party (Democratic or Republican.) The term runs from January 6, 2025, to January 1, 2029. Unaffiliated or minor party voters who miss the November 1st deadline may not apply again until 2028.

If on November 1st the number of applications for Justice of the Peace filed with the Town Clerk under Connecticut General Statutes Sec 9-184c exceeds the number of Justices of the Peace allowed under that section, the Town Clerk shall, on or before the 15th business day of November, select the remaining applicants to be appointed as Justices of the Peace by lot in a ceremony which shall be open to the public and held on five days' public notice.

No one who is, or has been, a registered Democrat or Republican on or after May 1, 2024, may apply for one of these appointed Justice of the Peace slots. (Each major party has already nominated their full number of candidates.) Applications are available at the Town Clerk's office or on the town website at <https://bethany-ct.com/justices-of-the-peace>. If you would like more information, please call 203-393-2100 x1104 or email townclerk@bethany-ct.com.

Bethany Seniority

SENIOR BUS TRANSPORTATION
IS AVAILABLE MON-WED-FRI

from 8:30AM to 3:30PM.

To reserve call 203-393-2100 x1324

Medical appointments take priority.

First time riders please call 203-393-2100 x 1124
before making reservations.

STRUGGLING TO PAY YOUR ELECTRIC BILL?

Eversource has programs that may help.

Call today 800-286-2828 or visit

Eversource.com/BillHelp to find out if you qualify for Protection from Shutoff, Medical Protection or Matching Payment Programs. Eversource also offers Home Energy Solutions at 1-877-947-3873.

Bethany Seniority

By Robin Glowa

September 2024



"Ah September! You are the doorway to the season that awakens my soul" Peggy Toney Horton

Bethany Town Hall will be closed Monday, September 2nd in honor of Labor Day

No Senior Bus Transportation on Monday, September 2nd

SENIOR LUNCH!

Senior Lunch is held every *Wednesday at Noon* at *Bethany Town Hall*. Reservations must be made by the Wednesday prior at 203-393-2100 x1124.

\$9.00 per person.

(Please pay in exact cash when you arrive.)

SEPTEMBER ENTREES:

Sept. 4th: NO LUNCH SERVED

Sept. 11th: Eggplant Rollatini

Sept. 18th: Picnic Lunch at Russell Homestead

Sept. 25th: Lemon Dill Cod

FREE FRIDAY FILM FESTIVAL

"DR. DOOLITTLE"

Friday, September 13th at 11:00AM

Bethany Senior Center

Don't miss this classic 1967 musical fantasy about the Doctor who can "talk to the animals". Starring Rex Harrison, Anthony Newley and Samantha Eggar.

Please call 203-393-2100 x1124 to reserve a seat

NEXT FILM: PIRATES of the CARIBBEAN

Friday, October 4th

SAVE THE DATE!

PIRATES, PUNKS, & PIZZA

Halloween Costume Party

Wednesday, October 30th

NOON-2:00 PM

LAKEVIEW LODGE

Prizes for Best Pirate or Steam Punk Costumes!

Pizza, Salad, Gelato, Coffee, Tea

\$10.00 per person

PAY IN EXACT CASH AT THE DOOR

RSVP by October 4th 203-393-2100 x1124



SENIOR CRAFT CORNER

Sponsored by Bethany Human Services
& Hamden Rehabilitation

Monday, September 16th at 11AM

Bethany Senior Center

SQUEEGEE PAINTING

**Call 203-393-2100 x1124 by September 6th
to reserve your seat**

FREE MEDICARE SEMINAR!

Monday, September 23rd at 11:00 AM

Bethany Senior Center

WHAT'S NEW IN MEDICARE FOR 2025

Join us for coffee and conversation with Jeffrey

Comen, local Medicare Advocate/Broker.

Reserve your seat by September 12th

203-393-2100 x1124

SAVE THE DATE!

2024 SENIOR HEALTH FAIR

Wednesday, October 16th

10AM -12:30PM

Bethany Town Hall

Live entertainment, raffle prizes,
health screenings and more!

2024 COMMUNITY FLU CLINIC

Wednesday, October 16th

10AM-12:30PM

Bethany Town Hall

Call 203-393-2100 x1124 for more information

FOOD ASSISTANCE FOR

BETHANY RESIDENTS

Christ Church Bethany and Woodbridge is offering Bethany residents contactless, front-door delivery of nonperishable goods. **Contact Christ Church at 203-393-3399. Leave your name and phone number.**

BETHANY LAND TRUST



Early Morning Birding Walk - Sunday, September 1, 8 AM-10 AM

Come join us for a bird walk at Mendell's Folly, one of the Bethany Land Trust's bird-rich gems.

Christin Arnini, retired science teacher and Land Trust and New Haven Bird Club (NHBC) member, will be leading us to explore, listen and look for birds, some of which may be year-round residents breeding there, and some migrating through. Chris Howe, Land Trust member and current president of the NHBC, will also be joining us on this adventure and has several pairs of NHBC binoculars to lend out on the walk if needed.

On any given day, Mendell's Folly can offer many avian and other natural history wonders! As a part of the Connecticut Bird Atlas, 2018-2022, volunteers participated in bird surveys. Christin was the lead volunteer for Atlas block 79D which includes the Mendell's Folly parcel; 77 total species were seen/heard. Thirty-nine species were confirmed as breeding there, including species declining in many areas such as the American Woodcock.

This walk will be about 2-3 miles long with some uneven footing, a stream crossing, field/tall grass walking, a ridge climb and some rocky steep sections. Solid footwear and long pants for tick protection are recommended. Bring your water and a snack and please leave your pets at home. The outing is appropriate for ages 12 and above and limited to 12 participants. All levels of experience are welcome. Bring your own binoculars if you have them, or borrow one of the NHBC pairs.

To register contact Bob Harrison via cell at 203-506-5888 or email at bjh51box@gmail.com by Friday, August 30th.

We will meet at the Van Epps Preserve roadside

parking area, a little west of 380 Beacon Rd (route 42) at 8 AM. Look for the green Land Trust banner.

August Bethany History Hike a Success

Many thanks to Will Brinton, Bethany Town Historian, for leading our Bethany History Hike on Sunday, August 10th, in the Three Sister's Preserve. And thanks to the close to 25 people who joined the hike. Hikers met at the newly reconstructed bridge across Beacon Hill Brook and proceeded on the loop trail past the remains of a dam and a series of old foundations. Will explained that the area was once the location of a grist mill and well as a tannery in the 1800's.

At a stop during our climb up the ravine, Will discussed the common boundary point where Bethany, Prospect and Naugatuck meet once marked by three chestnut trees that grew from the same root. He also described the process of perambulation during which selectmen from each town met periodically with their counterparts from adjoining towns to inspect and mark the town borders as required by state law. All in all, an enjoyable way to spend a summer morning in the woods.

Historical Stone Marker Recovered

Thanks to an anonymous report, the historical boundary stone missing since the spring from the Land Trust's Three Sister's Preserve has been recovered. Administrative Lieutenant Trooper Dave Merriam retrieved the stone this week and returned it to the Land Trust.

The decision about future plans regarding the return of the historical boundary stone to its original site, or other options, will be discussed and determined in consultation with the neighbors whose properties share the historical boundary site.

Bob Harrison, Land Trust Trails Chair

Boards and Commissions Vacancies

Looking to volunteer? If you are interested in serving on a Board or Commission, please see the positions currently available to be filled:

Board / Commission	Position	Term Length
Cemetery Commission	Alternate	3-yr (7/1/2023-6/30/2026)
Conservation Commission	Alternate	5-yr (7/1/2024-6/30/2029)
Economic Development Comm. (2 slots)	Regular	5-yr (7/1/2024-6/30/2029)
Park & Recreation Comm. (up to 7 slots)	Regular	2-yr (7/1/2024-6/30/2026)
Town Code Review Committee	Unaffiliated Needed	Ends no later than 12/6/2025)

Please send a letter stating which Board or Commission you are interested in serving on, indicating any special expertise, experience or training you may have that will be helpful to that Board or Commission. Send to: townofbethany@bethany-ct.com

Thank you in your interest in serving Bethany.

It Happened In Bethany

Eight College Presidents Lived in Bethany

By Linda Wooster

Our small town of Bethany has been the home to no less than eight college presidents.

Jacquelyn Mattfeld, who lived in Bethany while attaining a PhD in music history at Yale, was the latest to join the impressive list. She was selected president of New York's Barnard College in November 1975. Mrs. Mattfeld is one of seven college presidents who was in some way connected with Yale and resided in Bethany.

Donald B. Prentice was on the Yale faculty before moving to Easton, Pennsylvania, where he served as acting president of Lafayette College from 1926 to 1927. He later served as president of Rose Polytechnic Institute in Terre Haute, Indiana from 1931-1948. The current name is Rose-Hulman Institute of Technology (RHIT).

Mary I. Bunting served as a research assistant in bacteriology at Yale before being selected Dean of Douglas College, the women's school at Rutgers University in 1955. She went on to become the fifth president of Radcliffe College in 1960 where she was responsible for fully integrating women into Harvard University. In 1964, Bunting took a leave of absence from Radcliffe to serve on the U.S. Atomic Energy Commission; she was the first woman to ever do so. In 1972, she was named assistant to the president of Princeton.

Reuben A. Holden served as assistant to the dean, assistant to the president and secretary of Yale Uni-

versity before assuming the presidency of Warren Wilson College in Swannanoa, North Carolina, in 1971 until 1986.

Thomas C. Mendelhall taught history and served as an assistant to the Yale Provost before being named master of Berkeley College in 1950. In 1959 he left Yale to become the sixth president of Smith College, a position which he held until 1975. He was known for his writing on the history of crew and collegiate rowing.

Harold B. Whiteman Jr., who was captain of the Yale football team as an undergraduate, became associate dean of Yale College before leaving in 1964 to become assistant to the president at New York University. He was named president of Sweet Briar College in 1971, the only male to serve in that position.

Nils G. Sahlin lived in Bethany after leaving the Yale faculty. He went on to serve as the president of Quinnipiac College from 1956 to 1968 where he oversaw the transition of the school to its present location at the base of the Sleeping Giant State Park.

The only college president lacking the Yale connection was Warren G. Hill, a Nova Scotia native, who served as assistant to the president and acting president of the New Haven State Teachers' College (now SCSU) from 1947 through 1955. In 1963 he was named to the presidency of Trenton (NJ) State College, but resigned that position to serve as vice chancellor of higher education in Connecticut in 1966.

Bethany was also the home of Edward L. Tatum, who shared the Nobel prize in Physiology and Medicine in 1958, and eight persons who served as masters of residential colleges at Yale.

(Paraphased from an article by Art Horwitz)

Town of Bethany Monthly Meeting Schedule

September 3rd	Board of Selectmen	6:30PM
September 12th	Conservation Commission	7:30PM
September 9th	Zoning Board of Appeals	7:00PM
September 9th	Amity Board of Education	6:30PM
September 10th	Board of Finance	6:30PM
September 11th	BCS Bethany Board of Education	6:30PM
September 11th	Economic Development Commission	6:30PM
September 16th	Inland Wetlands Commission	7:30PM
September 19th	Cemetery Commission	7:00PM

Meetings may change: Check Bethany-ct.com/virtual-bulletin-board for up-to-date information.

Sustainable Bethany

No. 45. Letter from Sustainable Bethany. Trash, Monarchs, Upcoming Events, Book, September Night Skies

State of Trash in the State: You roll your garbage bin to the curb. The garbage disappears. All is good. But wait, what happens to that trash in Connecticut? Connecticut has four trash-to-energy plants, all over 30 years old. There is no plan to build additional trash-to-energy facilities as they are not consistent with long-term goals to increase recycling rates and reduce trash. The trash-to-energy model relies on producing more trash to run these facilities at full capacity, rather than reducing the amount of trash produced.

There are no state landfills currently accepting municipal solid waste (MSW). Nearly 900,000 tons representing 40% of our trash is sent to out-of-state landfills in Pennsylvania and Ohio. Longer transportation routes create more greenhouse gases.

Tipping fees have increased 40% in the last 5 years. As landfill space becomes more limited and demand increases, it is projected disposal costs may quintuple by 2050. This is a crisis.

What's in our municipal solid waste? The Department of Energy and Environmental Protection (DEEP) estimates our MSW is 22% food waste, 35% paper and plastics, 19% other organics, and 24% actual trash. Yes, nearly 2/3 of our MSW could be repurposed if we made an effort to do it.

Some in our community believe it is the Town's responsibility to pay for all their garbage, no matter how much they produce. We disagree. It is incumbent upon us all to responsibly reduce our trash. We believe the 96-gallon trash bins distributed by the Town do nothing to motivate us to reduce our trash, in fact it encourages some residents to be wasteful. Smaller bins prompt us to be more thoughtful about our waste. If you would like a smaller bin, please contact Jennifer Cafasso at Town Hall jcafasso@bethany-ct.com.

Monarchs: Adult butterflies and caterpillars have been seen in Memorial Park so our Pollinator Pathway and the park's monarch butterfly sanctuary has been successful! This is just one small part in rescuing the species. Also seen are Milkweed-Tussock-Moth caterpillars. Do not touch! They have stinging hairs. If hairs get onto the skin, wash gently away under flowing cold water.

Book Recommendation: Superpower: One Man's Quest to Transform American Energy. By Russell Gold

More than 10% of US energy is from the wind. How did we get here? This is the story of a single infrastructure-builder, who developed the second largest wind company in the US. After selling the company, he reimagined the entire electrical grid in a quest to develop the infrastructure to facilitate the renewable energy industry. His vision included solar and wind complementing each other - using wind and sun from the Oklahoma panhandle to power the southeast. How to

navigate public doubt, inertia, utility companies and local politics makes this both a compelling read and a warning about the pitfalls in trying to improve our electrical infrastructure.

Superpower is available at Clark Memorial Library. If you have recommendations about books that you think others should read, let us know at the email address below.

Upcoming Events: The Woodbridge and Bethany Sustainability committees are co-hosting monthly lectures. Next lecture is Saturday September 21st at 3:00p.m. at the Woodbridge Library. The lecture is on "CT Rides, Resources and Programs."

Bethany Harvest Festival. Sunday October 6th 11:00AM-4:00PM at the Airport. We'll exhibit with Pollinator Pathways in the back left corner of the firehouse. Visit our monarch butterflies, invasive plants and insects, jumping worms, spotted lanternflies, ticks and more.

September 2024 Skies: The ϵ -Perseid meteor shower is active from September 5th to 21st, peaking September 9th. Whenever the shower's radiant point in the constellation Perseus is above the horizon you will see meteorites. In Bethany this means all night! The moon in September will make close approaches to three planets. On September 17th it will pass Saturn within a mere 16.2 arcminutes. Parts of the world will see a moon eclipse of Saturn called a "Lunar Occultation." In Bethany, this will be seen 7:43PM-4:43AM; September 23rd it will pass within 5°48' of Jupiter. In Bethany, this will be visible 11:22PM, at an altitude of 7° above the north-eastern horizon reaching their highest point in the sky at 71° above the southern horizon at 6:00AM in the morning; September 25th the moon will pass within 4°52' of Mars. In Bethany, this will be visible at 11:50PM reaching an altitude of 65° above the south-eastern horizon before fading from view as dawn breaks at 6:07AM. There will be a supermoon on September 18th.

Best wishes,

Gale Ridge

Co-chair Sustainable Bethany

Michael Kaloyanidis and Eric Frieden contributors.

sustainablebethany@gmail.com or at the state level, Sustainable CT

Residential Waste Systems Trash Pick Up Reminder

Labor Day 2024: All Pickups delayed one day

Thanksgiving Day 2024: Thursday Pickups delayed one day

Christmas Day 2024: Wednesday/Thursday Pickups delayed one day

New Year's Day 2025: All Pickups delayed one day.

An Invitation from Bethany Cub Scout Pack 931

Registration for boys into Bethany Cub Scout Pack 931 is open for the 2024-2025 school year. If your son is in first grade through fifth grade there is a cub adventure waiting for them to have!

Cub Scouts typically meet in age/grade appropriate dens twice a month during the school year from October ~ May with an additional Pack Meeting once a month. Meetings are typically an hour in length.

Den meetings are when scouts work on the rank for their age/grade. Pack meetings are when all the dens meet together, have rank awards given out and have activities such as a sailboat race called a raingutter regatta, the well-known pinewood derby and blue and gold dinner.

The Pack participates in Community Projects/Events like the Fall Town-wide Scouting for Food Drive and Memorial Day Parade.

The basic foundation of scouts is to help create good citizens by focusing through each grade/rank on citizenship, character, personal fitness, and leadership.

If you would like more information on joining the Pack, please contact Kris Sullivan at merlecocks@gmail.com and save the date for the first Pack Meeting on September 27th in the Town Hall Gym..



**FULL MAILING SERVICES • NEWSLETTERS
POST CARDS • ANNUAL REPORTS
APPEAL MAILINGS • SELF MAILERS • MENUS
MULTI-PART CARBONLESS FORMS
INVOICES • RECEIPTS • CONTRACTS
WRAP-AROUND BOOKLETS • NUMBERING
SCORING • FOLDING • PERFORATING • CUTTING
NOTE PADS • PRESCRIPTION PADS
MEDICAL FORMS • SELL SHEETS • FLYERS
BROCHURES • CATALOGS • DIRECTORIES
PROGRAM BOOKLETS • LETTERHEAD • ENVELOPES
BUSINESS CARDS • BANNERS • LAWN SIGNS
SANDWICH BOARDS • and Much More!!!**

joyceprinters@outlook.com

**QUALITY PRINTING
PERSONAL SERVICE**

(203) 389-4452

16 RESEARCH DRIVE, WOODBRIDGE, CT 06525

Check It Out !

*September 2024
Clark Memorial Library*

**This is Library Card Sign-Up Month
Sign up now!**

Clark Memorial Library is a member of the Libraries Online Consortium (LION), 30 Connecticut libraries that offer a shared catalog and delivery services to each library. Our online catalog is your portal to the holdings of every library in the system.

With one simple search you can find print materials that you may request for delivery, and we will have them waiting for you on our downstairs curbside table. We will email you when they are ready, usually within a few days. You will also find digital materials -- e-books, audiobooks and videos available for instant download.

Visit our catalog at <http://bethanylibrary.org>.

1000 Books Before Kindergarten
September is the perfect time to sign up for our 1000 Books Before Kindergarten Program.

Is it possible to read 1000 books? Yes it is! Reading 3 books a day for 1 year = 1095 books, reading 1 book a day for 3 years = 1095 books — and repeat reads do count towards the total! Clark Memorial Library's goal is to develop a program that supports young families by providing incentives and materials to help reach their reading goals — including special 1000 Books Before Kindergarten book-bags containing a curated selection of award-winning children's books to check out once you sign up.

Stop by the Library to receive an Activity Journal to keep track of your progress.

Thank you to everyone who helped make our Fifth Annual Outdoor Art Exhibit a success!

Library Hours
Tues/Wed/Thurs 10AM - 6PM
Friday 1PM - 5PM
Saturday 10AM - 5PM



From the Assessor's Office

ADDITIONAL VETERANS AND LOCAL VETERANS EXEMPTION- The additional veteran's and local veteran's exemptions are available to qualified veterans who meet certain income requirements. These two programs provide an increase in assessment reduction beyond the standard veteran exemption. The deadline for filing applications is September 30, 2024. Applicants must meet an income requirement of not more than \$43,800 if single, and \$53,400 if married to qualify for the State of Connecticut Additional Veteran's Program. The income limit for the Town of Bethany Local Option Additional Veterans Exemption is \$68,800 for single applicants and \$78,400. Income includes adjusted gross income plus any other income, including Social Security benefits. Income is based upon the 2023 calendar year. Federal Income Tax return and/or proof of all income must be presented to the Assessor's office which is open Monday through Friday 8:30 am and 4:00 pm. Please remember that all proof of income, including Social Security benefits (Form SSA-1099) for the 2023 calendar year must be submitted by September 30, 2024, or the application cannot be processed.

Please do not hesitate to contact the Assessor's Office with any questions or concerns regarding these programs.

Dated this 12th day of December 2023.

Betsy Quist – Assessor for the Town of Bethany

RENTERS PROGRAM

Applications for the Renters Program may be filed with the Town's Assessor between April 1, 2024 and September 30, 2024.

Those residents of Bethany who:

1. Have attained the age of 65 on or before 12/31/2023.
2. Hold full-time residence in Bethany.
3. Total income does not exceed \$43,800 for a single person or \$53,400 for a married couple.

Those on social security disability are exempt from the age requirement.

Applications can be mailed to the Assessor's Office, Town Hall, 40 Peck Rd, Bethany, CT 06524 by September 30, 2024.

Proof of 2023 income and social security earnings (SSA-1099) is **REQUIRED ALONG WITH RECEIPTS OF ALL 2023 RENT AND 2023 UTILITIES** (exclusive of phone & cable).

Those persons who had applied for this program last year will be mailed an application in April 2024.

If you have any questions concerning this program, please call the Assessor's Office at 203-393-2100 ext. 1112.

Betsy Quist, Assessor
bquist@bethany-ct.com

Filing for PA-490 Exemptions begins September 1, 2024 through October 31, 2024. If you have any questions about this exemption, please call the Assessor's Office, 203-393-2100 ext. 1112 or email the assessor: bquist@bethany-ct.com

MOTOR VEHICLES NOTICE:

If you no longer own a motor vehicle and need to have a tax bill prorated, please see the list of accepted documentation below:

OLD/TRADED IN: A copy of the bill of sale with the year, make, model & Vehicle Identification # of the vehicle as well as the buyer's signature. No handwritten bill of sale will be accepted.

TOTALED/JUNKED: A letter from your insurance agent or company stating that the vehicle was totaled, the date of the accident and the year, make and model & Vehicle Identification # of the vehicle.

REGISTERED OUT OF STATE: A copy of the original out of state registration OR title showing the issue date, year, make, model & Vehicle Identification # of the vehicle.

STOLEN: A statement from your insurance agent or company stating that vehicle was stolen and not recovered, date of theft and year make, model & Vehicle Identification # of the vehicle.

REPOSSESSED: Letter from the finance company stating the date vehicle was taken and that it was not redeemed by you and the year, make, model & Vehicle Identification # of the vehicle.

DONATED: Letter from charitable organization on the organization's letterhead, stating that the vehicle was donated, the date of the donation and the year, make model & Vehicle Identification # of the vehicle.

If only the canceled plate receipt from DMV is provided **NO PRORATION** can be done. You must include one of the above-mentioned proofs **IN ADDITION** to the plate receipt.

Please feel free to call the Assessor's office with any questions. 203-393-2100 ext. 1112

Board of Assessment Appeals

Saturday, September 21, 2024

Time: 9am-Noon

Town Hall, 40 Peck Road, Bethany

The sole purpose of this meeting is to hear appeals related to the assessments of **MOTOR VEHICLES ONLY** on the 2023 Grand List. You will be heard in the order that you arrive. ***Please bring the vehicle you are appealing if you are appealing condition or mileage***

Bethany Democratic Town Committee Citizen of the Year 2024

The Bethany Democratic Town Committee is pleased to announce that Bernie Bachenheimer is Bethany's 2024 Citizen of the Year. We honor Bernie for his service as a volunteer and community leader.

Bernie and his wife, Buff, came to Bethany 36 years ago and raised their two children here. Bernie soon became involved with the Democratic town committee and began working closely with Bill Philie on the annual DTC Spaghetti Dinner. When Bill tragically and unexpectedly passed away, Bernie stepped up. He took over leadership of the planning, purchasing, cooking and cleaning for the event, and he has been doing so ever since.

Bernie also spent many years working with the Boy Scouts. He originally got involved when his son, joined the cub scouts in 1995. He had not planned to be a leader, but when the leaders of the den abruptly resigned, Bernie again stepped up. Bernie took over as den leader so that the boys would not be disappointed in their scouting experience. He recruited one of the mothers to serve as co-leader. Bernie volunteered to assist the Boy Scout Troop when his son crossed over in 1999 and stayed with the troop long after his son earned Eagle and aged out. He taught the boys outdoor skills and was eventually tapped to become Scouts Committee Chairman. As Chairman, Bernie coordinated all aspects of the troop including finances, program needs and works with other committee members. He also acted as a liaison to outside groups and the Scouts Charter representative. In addition, he continued to act as assistant scoutmaster throughout. In 2009, Per his long-time peer in the scouting organization, Linda Francois, Bernie was an incredibly patient and dedicated teacher who was able to bring the best out in the young men he mentored, helping them to learn leadership and teamwork. Bernie stepped away from the chairmanship to take over as Scoutmaster when then current Scoutmaster became ill. Bernie continued in that capacity until 2023.

When Bernie's wife Buff launched the only all-female FIRST robotics team in New England at the high school where she taught, Bernie wanted to contribute. He became a mentor for that team from 2012 – 2018. His background in engineering enabled him to teach programming, electronics and mechanics as well as strategy. Bernie continues to volunteer and assist as a robot inspector checking the robots for safety and acting as a technical advisor to all teams at a competition.

Bernie also served on Bethany Planning and Zoning from 1990 – 99 and has recently begun volunteering with the land trust.

Please join us in honoring Bernie Bachenheimer at the Bethany DTC Spaghetti Dinner on September 7th, 6 PM at the Bethany Town Hall. For further information and tickets, please call 203-772-5648.

From the Fire Marshal's Office

Fall is fast approaching. The temperature outside will be dropping soon. That means it's time for the heating season to begin. You should get your heating sources checked by licensed technicians. Have your furnace cleaned and tuned so you do not have any carbon monoxide issues. Have your chimney cleaned and inspected to avoid chimney fires. If you use a pellet stove or wood-burning stove, have them checked and serviced to avoid fire issues as well. These things do cost money, but the alternative can cost you your house or your life. Please be safe.

BETHANY HISTORICAL SOCIETY

FAMILY FUN DAY

AT RUSSELL HOMESTEAD

SUNDAY SEPT 8 - 10AM-1PM



20 ROUND HILL ROAD, BETHANY, CT 06524

The National Association of Realtors has crunched the numbers, and the results are clear. Home buyers and sellers who work with a Realtor are happier after their transaction!

Contact me for all your real estate needs.



Susan Bedron
REALTOR, CNHS, RCC

203-215-2158

Susan_Bedron@Calcagni.com

975 South Main Street, Cheshire

Calcagni
REAL ESTATE

Licensed in Connecticut.

New Land Record Fraud Protection Services

The Town Clerk's office now offers Property Check powered by Cott Systems. This free service is intended to combat property and mortgage fraud by allowing residents to sign up to receive notifications of when official documents are recorded for their property on the Bethany Land Records.

Property fraud can occur if someone forges your identity, transfers your property into their name, and records the document. This fraudulent activity can make it appear as if that person owns your home or property - and you may not have any idea that this happened! It is, unfortunately, becoming more prevalent today as cyber criminals exploit every avenue they can to cause harm and steal from everyday citizens.

Property Check works seamlessly in the background of the Bethany Land Records management software, automatically alerting if a document with matching name is recorded. Property owners need to opt-in by establishing a free RECORDhub account, creating alerts for their name and choosing the preference of alerts - email and/or text message. It's a good idea to set up multiple alerts based on first, middle and last name variations and your spouse's name, to be sure that an alert will be triggered in case a recording happens with some kind of slight variation.

If you have any questions about this new service, please contact the Town Clerk's office at 203-393-2100 x1104 or email townclerk@bethany-ct.com. To sign up for a free account, visit bethany-ct.com/town-clerk/land-records and start protecting against fraud today!



SIGNUP FOR FREE!

KEEPING YOU SAFE
From Property & Mortgage Fraud

PROPERTY CHECK powered by cott

enroll today at bethany-ct.com/town-clerk/land-records



APRIL STIRLING Realtor®
Stirling Service is my Gold Standard!

Coldwell Banker Realty
270 Amity Road
Woodbridge, CT 06525
Cell: 203-910-8078
aprilstirlingrealestate.com



Calcagni REAL ESTATE

Irma Nesson
ABR, CRS, GRI, REALTOR
Bethany Resident since 1972.

Multi-year recipient of Connecticut Magazine's
Five Star Real Estate Agent Award.

203-671-1706 | Irma_Nesson@calcagni.com



BILL MAREK
EXCAVATING &
SEPTIC SYSTEMS LLC

- SEPTIC SYSTEMS INSTALLED & REPAIRED
- SEPTIC TANKS CLEANED
- PERCOLATION TESTS & REAL ESTATE INSPECTIONS
- EXCAVATING WORK

(203)-410-1137



W.R. GRIEGER
EXCAVATION
Since 1980
WWW.GRIEGEREXCAVATION.COM (203) 393-1392

- SEPTIC SYSTEMS REPAIRED AND INSTALLED
- SEPTIC TANK CLEANING & INSPECTIONS
- SOILS TESTING & B100
- REMOVAL OF INGROUND OIL TANKS

Town of Bethany
40 Peck Road
Bethany, CT 06524

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM RETAIL

**LOCAL
POSTAL CUSTOMER
BETHANY, CT 06524**

APPENDIX R

Departments (/departments) » Parks and Recreation (/parkrec) » Minor Abuse Prevention Policy

PARKS AND RECREATION

561 Main Street South

Southbury, CT 06488

[Maps and Directions](https://www.google.com/maps/place/561+Main+St+S,+Southbury,+CT+06488)

(<https://www.google.com/maps/place/561+Main+St+S,+Southbury,+CT+06488>)

P:(203) 262-0633

Monday - Thursday:

8:00am - 4:30pm

~~Fri: 8:00am - 4:30pm~~

Minor Abuse Prevention Policy Acknowledgement

Please read the Minor Abuse Prevention Policy (MAPP) and fill out the acknowledgement form below.

(Please note: after your acknowledgement submission, the confirmation number will appear on the bottom of the page.)

Minor Abuse Prevention Policy Acknowledgement (MAPP)

OVERVIEW

All of Southbury Parks and Recreation Department's staff, instructors, coaches, and volunteers commit to our Minor Abuse Prevention Policy annually. Southbury Parks and Recreation works to make our programs a safe environment. We follow the guidance given by the State of Connecticut and train our employees, instructors, coaches, and volunteers on the do's and don'ts for keeping a child safe and how to identify and prevent "grooming." For all families seeking information on this topic, you can read the following policy along with the information on the State of Connecticut's website.

THIS POLICY APPLIES TO:

- › All paid and volunteer staff members and program instructors;
- › All parents and/or guardians of participating patrons who are under the age of 18;
- › Any other adult authorized to have regular contact with minor participants of any Parks & Recreation programming.

GENERAL REQUIREMENT

The Southbury Parks & Recreation Department (“SPRD”) is required to implement this Minor Abuse Prevention Policy in full. It must be reviewed and agreed to in writing by all patrons, parents, guardians, volunteer and paid coaches, counselors, lifeguards, program instructors and any other person coming in regular contact with minor participants on an annual basis with such written agreement to be retained by the SPRD.

ONE-ON-ONE INTERACTIONS

One-on-one interactions between a minor participant or minor staff member and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless under emergency circumstances.

Meetings

- › Meetings between a minor participant and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- › If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- › Meetings must not be conducted in an Applicable Adult’s car, or an Applicable Adult’s or participant’s hotel room or other overnight lodging location during program travel.
- › Meetings between a minor staff member and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.

Meetings with Health Care Providers and/or Mental Health Care Professionals

If a Health Care Professional and/or Mental Health Care meets with a minor participant or minor staff member in conjunction with participation in a SPRD-offered program, which may occur during the program, or at a practice or competition site, a closed-door meeting may be permitted to protect patient privacy provided that:

- › The door remains unlocked;
- › Another adult is present at the facility;
- › The other adult is advised that a closed-door meeting is occurring; and
- › Written legal guardian consent is obtained in advance by the HealthCare Provider and/or Mental Health Care Professional, with a copy provided to the SPRD.

Individual Program or Training Sessions

Individual program or training outside of the regular program schedule is permitted if the training is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Content

All electronic communication from Applicable Adults to minor participants or minor staff members must be professional in nature.

Open and Transparent

If an Applicable Adult needs to communicate directly with a minor participant or minor staff member via electronic media, the minor participant's or minor staff member's legal guardian must be copied. If a minor participant communicates to the Applicable Adult privately first, the minor participant's legal guardian must be copied on any electronic response. When an Applicable Adult communicates electronically to program minor participants or minor staff members, another adult must be copied.

Requests to Discontinue

Legal guardians may request in writing that their minor participant not be contacted through any form of electronic communication by the SPRD or by an Applicable Adult subject to this Policy.

Hours

Electronic communications must only be sent between 7:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

Prohibited Electronic Communication

Applicable Adults are not permitted to maintain private social media connections with unrelated minor participants or minor staff members and are not permitted to accept new personal page requests on social media platforms from minor participants or minor staff members. Existing social media connections with minor participants and minor staff members must be discontinued.

TRAVEL

Local Travel

Local travel consists of travel to off-site programs: field trips, training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor participant or minor staff member, absent emergency circumstances, and must always have at least two minor participants or two minor staff members, or another adult in the vehicle, unless otherwise agreed to in writing by the minor participant's or minor staff member's legal guardian.

Legal guardians must pick up their minor participant or minor staff member first and drop off their minor participant or minor staff member last in any shared or carpool travel arrangement.

Travel

- › Travel is travel to an off-site program, field trip, competition, or other group activity that the SPRD plans and supervises.
- › During such travel, when doing room checks two Applicable Adults should be present and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor participant or one minor staff member travel, the minor's legal guardian must provide written permission in advance and for each event the minor is to travel alone with said Applicable Adult.
- › Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement, or overnight lodging location with any minor.
 - › Minor participants or minor staff members should be paired to share hotel rooms or other sleeping arrangements with other minors of the same gender and of similar age. If a minor and an adult share a hotel room or other sleeping arrangement, the minor's legal guardian must provide written permission in advance for each instance for the minor to share a hotel room or other sleeping arrangement with said adult.
- › Meetings during travel must be conducted consistent with the One-on-One Interactions section of this Policy. Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

Requirement to Use Bathrooms, Locker Rooms or Changing Areas

The designated bathroom, locker room or changing area must be used when a minor participant, minor staff member, or Applicable Adult changes, in whole or in part. Extra emphasis is placed on swimmers changing into or out of a swimsuit when wearing just one suit. Deck changing is prohibited.

Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in bathrooms, locker rooms, changing areas,

or similar spaces by a minor participant, minor staff member or an Applicable Adult is prohibited.

ndress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin, or genitals to a minor participant or minor staff member under any circumstance. An unrelated Applicable Adult must not request an unrelated minor participant or minor staff member to expose the minor's breasts, buttocks, groin, or genitals to the unrelated Applicable Adult under any circumstance.

One-on-One Interactions

At no time are unrelated Applicable Adults permitted to be alone with a minor participant or minor staff member in a bathroom, locker room, or changing area, except under emergency circumstances. If the organization is using a facility that only has a single bathroom, locker room, or changing area, separate times for use by Applicable Adults must be designated.

Monitoring

Regular and random monitoring of bathrooms, locker rooms and/or changing areas must be performed to ensure compliance with this Policy. Bathrooms, locker rooms, and changing areas may be monitored by use of the following methods:

- › Conducting a sweep of the locker room/changing area before participants arrive;
- › Posting staff directly outside the bathroom/locker room/changing area during periods of use;
- › Leaving the doors open when adequate privacy is still possible; and/or
- › Making occasional sweeps of the locker rooms or changing areas with women checking on female facilities and men checking on male facilities. Every effort must be made to recognize when a minor participant goes to the bathrooms, locker room or changing area during a program, practice or competition, and, if the minor participant does not return in a timely fashion, to check on the minor participant's whereabouts.

Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering bathrooms, locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

General Requirement

Massage performed on an athlete or minor must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach cannot perform a rubdown or massage of an athlete or minor under any circumstance.

Additional Minor Athlete Requirements

Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the coach.

Legal guardians must be allowed to observe the Massage.

Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.

ACKNOWLEDGMENT - SIGNATURE REQUIRED

(Note: All fields are required. A typed name will substitute for a handwritten signature.)

EMPLOYEE/VOLUNTEER STATEMENT OF CONSENT

By typing my name in the fields below, I acknowledge that I have read and understood the Minor Abuse Prevention Policy. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my involvement with the Southbury Parks & Recreation programs.

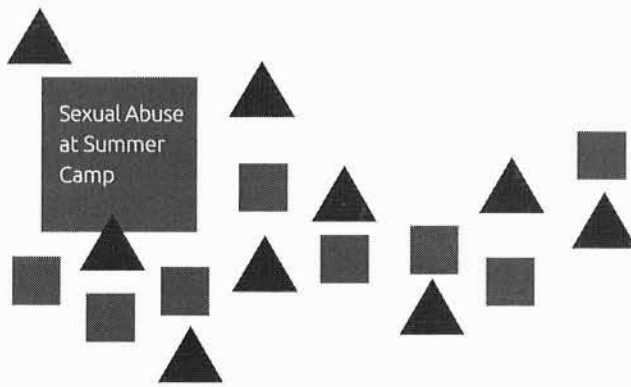
First Name *

Last Name ***Position with Parks and Rec *****Date ***

PARENT/GUARDIAN ACKNOWLEDGEMENT IF EMPLOYEE/VOLUNTEER IS UNDER THE AGE OF 18. (If you are over the age of 18, please type N/A in both fields.)

First Name of Parent or Guardian ***Last Name of Parent or Guardian ***

Submit



Sexual Abuse at Summer Camp

OBJECTIVES

The objectives of this large loss claim review are to:

- Examine a CIRMA Liability-Auto-Property (LAP) loss resulting from a claim involving sexual assault and molestation (SAM) accusations.
- Discuss CIRMA and other resources for reducing liability associated with SAM incidents.
- Develop specific risk management best practices to prevent or mitigate future losses for members based on lessons learned.

INCIDENT BACKGROUND

At the time of the loss, the plaintiff, Jane Doe, was ten years old and attended the town's summer camp program through the Parks and Recreation Department. The claimant had participated in a field trip to a local recreation area within the town. The participants loaded a bus upon arrival at camp for the day. They proceeded to the recreational area, where they could swim, paddleboat, and play volleyball, amongst other outdoor activities. The plaintiff participated in many activities throughout the morning. At lunchtime, the plaintiff appeared to be scared and, while not visibly upset, seemed a little "off" or different. It was later determined that the claimant was sexually assaulted while at the playground. The plaintiff told her parents that a boy grabbed her chest and bottom several times at the location.

INCIDENT INVESTIGATION

- The plaintiff had previously participated in the municipality's summer camp for several years.
- Before the incident, the plaintiff or her parents had not raised any issues or concerns.
- The Parks & Recreation program runs several summer camp programs each calendar year from June through the middle of August.
 - The Parks & Recreation department hires 20 – 30 seasonal staff members to work and manage these programs.
 - Staff members' ages range from 16 to 25 years old on average.
- Each summer camp program is assigned 5 – 10 employees, depending on the activities scheduled for the week.
 - A typical ratio is 10:1 – which follows Conn. General Statute 19a-428-2(n).
- The summer camps typically arrange field trips to various recreational areas throughout the State of Connecticut.
- Each trip requires an additional parental permission slip highlighting the typical risks of the activity the child will be exposed to. The slip includes basic language such as "..., and I hold harmless the municipality for any damage or injury that occurs while my child participates in the activities...".
- The plaintiff arrived at camp on the date of the incident, knowing they were taking a field trip to a local recreation area. This location is open to the public.
- On the date of the incident, other municipal Parks & Recreation summer camp programs were at the location, as were other individuals not associated with any municipal program.
- The location offered many activities, such as volleyball, playgrounds, arts and crafts, swimming, splash pad, paddle boats, and hiking.
- The plaintiff appeared to be happy and enjoying the day. She was noticed participating in a variety of the activities offered.
- At lunchtime, the plaintiff appeared to be "off" by the camp counselors.
- The claimant didn't want to answer when asked if anything was wrong.
- The counselors asked several times if anything was wrong. They did not obtain additional information until one of the victim's friends said that "she didn't want to be near someone..." at the location.
- Again, the counselors spoke to the plaintiff and expressed that she was not in trouble, but they wanted to help her feel better, and "talking about what was wrong would help."
- The plaintiff mentioned that "a boy" had touched her while they were on the playground, and she did not like it. The camp counselor then told the victim not to go to the playground and avoid the boy.
- The counselors, who were under the age of 21 did not report anything to the lead counselor, who was 21 years old, until later, when they were on the bus.
 - The counselors stated that the claimant "had a bad experience" with another child on the playground and didn't want to talk about it. The lead counselor did not ask any additional questions and stated that "it is probably nothing." The counselor did not follow up and did not notify the program director or assistant director.
 - This resulted in no communication by the staff to the parents regarding the victim's day.
- Later that evening, while at home, the plaintiff talked to her

mother about her day. During the conversation, the plaintiff told her mother that a boy on the playground "...touched her, and she didn't like it..."

- Eventually, the plaintiff told her mother that a boy on the playground rubbed her chest and touched her "bottom."
- The plaintiff stated that this occurred several times while waiting to go down the "big slide" at the playground.



- The mother contacted the program director and assistant director, who said they had no knowledge of the incident and would look into it. Their investigation determined that:
 - The camp counselors were not at the playground when this occurred. They were determined to be at a picnic table talking with each other while the campers participated in the activities.
 - Several of the counselors posted on social media during the time the claimant was on the playground.
 - The camp counselors were told by another municipal camp program counselor that there was "...a boy, who was not part of a camp, running around trying to play with their campers...and was aggressive about it...".
 - When the other municipal camp counselors were spoken to, it was determined that they knew that the boy was trying to touch their campers. The other municipal camp counselors explained this to the counselors several times.
 - The counselors who talked to the plaintiff did not follow up on what the plaintiff said or try to determine what had happened further.
 - The counselors waited until the bus ride home to report what had happened to the lead counselor and then failed to report all of the facts.
 - The lead counselor did not follow up with the parents or camp directors about the plaintiff's bad day.
 - It was determined that the lead counselor, who is 21 years old, did not complete training as required/recommended by Conn. General Statute 19a-142-2(q), 17a-101 and Conn. Public Act 22-58 – General Statutes that govern the requirements of mandated reporters.

- It was determined that there was not a sexual abuse prevention plan/policy in place.
- There was no obvious or known reporting procedure in place.

INJURY AND DAMAGES

The plaintiff's parents filed a notice of intent to sue, claiming:

- Failure to properly supervise
- Failure to maintain proper staffing ratios
- Failure to adequately train
- Failure to properly protect an identifiable person
- Negligence on the part of the town for not having proper policies and practices in place

As a result of the incident, the plaintiff's parents are claiming psychological and physical injuries, including:

- Post-traumatic Stress Disorder
- Nightmares
- Social anxiety

The initial demand for damages was \$3,000,000, which includes \$500,000 for ongoing psychiatric care, plus all associated legal and medical expenses expected at \$350,000, for a total demand of \$3.85M.

CONCLUSION

Summer camp safety and security should be a municipality's top priority. To create this secure environment, CIRMA members must place a focus on managing their risks, specifically those associated with sexual assaults and molestation incidents.

According to the Centers for Disease Control and Prevention 2022 study, child sexual abuse is a significant public health problem and an adverse childhood experience (ACE). Child sexual abuse refers to the involvement of a child (person less than 18 years old) in sexual activity that violates the laws or social taboos of society and that they:

- do not fully comprehend
- do not consent to or is unable to give informed consent to, or
- is not developmentally prepared for and cannot give consent to

While estimates fluctuate across studies, research shows that approximately one in four girls and one in thirteen boys in the U.S. experience child sexual abuse — although numbers are probably underreported because many children never report sexual abuse (CDC, 2022).

Implementing comprehensive risk management policies, procedures, and strategies can assist member's summer program staff to help prevent and respond to sexual abuse. Emphasizing this will reduce the likelihood of an incident occurring. Thus, reducing any reputational issues that result from these incidents. Promoting safe and healthy environments promotes participant safety, fosters trust, and upholds a municipality's camp reputation, assisting with sustaining long-term and successful programs and activities. According to the CDC, "experiencing child sexual abuse can affect how a person thinks, acts, and feels over a lifetime. This can result in both short and long-term physical, mental, and behavioral health

consequences" (CDC, 2022). Physical consequences of child sexual abuse can include:

- Poor overall health
- Pain
- Gastrointestinal issues
- Gynecological symptoms
- Cardiopulmonary conditions
- Obesity (Jeglic, 2021)

Evidence also shows that victims of childhood sexual abuse often experience relationship issues later in life and frequently experience economic disadvantages.

According to the American Camp Association, creating a supportive and trauma-informed environment that prioritizes campers' well-being is important. Provide access to counseling services, ensure confidentiality, and foster an atmosphere where campers feel safe to speak up and seek help.

Understanding the potential risks of sexual abuse, implementing preventative strategies, and fostering a culture of vigilance and transparency are vital to summer camps, providing a secure environment where campers can grow, thrive, and create lifelong memories. Commit to comprehensive risk-management practices, continuous improvement, and protecting our campers from the devastating effects of sexual abuse. Together, we can make summer camps a haven for all.¹

KEY RECOMMENDATIONS/ACTION ITEMS

- **Create a Sexual Abuse Prevention Plan/Policy.** A Sexual Abuse Prevention Plan/Policy is a management tool for preventing sexual abuse in an organization by formalizing policies, procedures, reporting, and monitoring activities. The Centers for Disease Control recommends that Sexual Abuse Prevention Plans address six broad areas:
 1. Screening and selecting employees and volunteers.
 2. Guidelines on interactions between individuals.
 3. Monitoring behavior.
 4. Ensuring safe environments.
 5. Responding to inappropriate behavior, breaches in policy, and allegations and suspicions of sexual abuse, especially in at-risk populations.
 6. Training about sexual abuse prevention.
- **Provide regular training to staff** who are considered mandated reporters as defined by Conn. General Statutes:
 - 17a-101 through 101(e)
 - 19a-142-2(q)
 - Conn. Public Act 22-58

- **Conduct concurrent investigations with state and local authorities** to determine the incident's root cause. It is not uncommon for multiple agencies to conduct two (2) or more concurrent, parallel investigations. For instance, in the case of suspected abuse or neglect of a student, there will likely be three (3) investigations occurring simultaneously across three separate agencies that are all trying to determine different things.

Entity	Purpose of the Entity's Investigation
Local Law Enforcement	To determine if a criminal act has been committed.
Department of Children and Families (DCF)	To determine if there was in fact abuse and neglect of the child.
Employer (Public Entity or School District)	To determine compliance with internal policies and applicable civil laws.

- **Ensure proper supervision by all camp counselors of camp participants during all activities.** Maintain vigilant supervision of camp activities to prevent potential sexual abuse. Implement clear visibility guidelines and ensure that campers are always within the sight and hearing range of staff members. Encourage an open-door policy for private interactions and establish protocols for one-on-one situations, emphasizing the importance of transparency and accountability.
- **Establish Code of Conduct and Policies** and enforce code of conduct policies that highlight and clarify appropriate interactions, physical contact, and camper-staff relationships and what behaviors are not acceptable. These policies should be communicated to all staff, campers, and parents/guardians on a regular basis. Communicating and promoting appropriate boundaries and expectations is vital to help create a safe and respectful camp environment.
- **Establish a clear and confidential reporting system** for program participants and staff to report any concerns or incidents of sexual abuse in accordance with Conn. General Statute 19(a)-142-2(q).

¹ <https://www.acacamps.org/article/camping-magazine/risk-management-sexual-abuse-summer-camp-safeguarding-campers-well-being>

GLASTONBURY PARKS AND RECREATION

RECOGNIZING CHILD ABUSE/NEGLECT

The most common way to identify Child Abuse & Neglect is through the Child and Parent/Guardian's behavior. On the back of this sheet is a list of physical and behavioral indicators. A combination or pattern of indicators should alert you to the possibility of a problem.

HOW DO I RESPOND TO A CHILD WHO REPORTS ABUSE TO ME?

Tell the child that you believe them and that you are going to contact people who can help. Respect the privacy of the child. The child will need to tell their story in detail later, so don't press the child for details. Remember, you need only suspect abuse to make a report. Don't display horror, shock, or disapproval of parents, child, or the situation. Don't place blame or make judgments about the parent or child. Believe the child if she/he reports sexual abuse. It is rare for a child to lie about sexual abuse.

WHAT TO DO IF YOU SUSPECT ABUSE

One of the hardest things for us to accept and understand is the fact that there are people who abuse and/or neglect children. Given the number of children attending summer programs, we cannot deny the existence of abuse or our responsibility to report it. As Parks & Recreation Department summer staff, we are mandated by the State of Connecticut to report suspected child abuse-neglect. Any person, institution, or agency reporting in good faith is immune from any liability, civil or criminal. Any situation you encounter involving suspected child abuse/neglect requires your immediate attention and action. **Certainty is not required. The role of DCF is to investigate.**

REPORTING PROCEDURE

- Verbally notify the Team Leader or Program Director. They will notify the Recreation Supervisor. If the situation does not allow you to talk comfortably with either of those individuals, contact the Recreation Supervisor directly.
- As mandated, an oral or written report of Suspected Child Abuse/Neglect will be made to the DCF Careline (1-800-842-2288) by the staff involved in conjunction with the Recreation Supervisor. The Careline is staffed by full-time, highly-skilled professionals of the Department who receive and process reports of alleged child abuse and neglect.

WHAT INFORMATION MUST BE REPORTED?

- names and addresses of the child and his parents or responsible caregiver(s)
- child's age and gender
- nature and extent of injury, maltreatment or neglect
- approximate date and time the injury, maltreatment or neglect occurred
- the circumstances in which the injuries, maltreatment or neglect became known to the reporter
- previous injury, maltreatment or neglect of the child or siblings
- name of the person suspected to have caused the injury, maltreatment or neglect
- any action taken to treat or help the child
- any other information the reporter believes would be helpful

ANONYMITY

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law. Unless a reporter gives written consent, his or her name will not be disclosed except to a DCF employee, a law enforcement officer, an appropriate state's attorney, an appropriate assistant attorney general, a judge and all necessary parties in a court proceeding, a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools.

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

TYPE OF CHILD ABUSE & NEGLECT	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
PHYSICAL ABUSE:	<p><u>Unexplained Bruises and Welts:</u></p> <ul style="list-style-type: none"> -on face, lips, mouth -on torso, back, buttock, thighs -in various stages of healing -clustered, forming regular patterns -reflecting shape of article used to inflict (electric cord, belt buckle) -on several different surface areas -regularly appear after absence, weekend or vacation <p><u>Unexplained Burns:</u></p> <ul style="list-style-type: none"> -cigar, cigarette burns, especially on soles, palms, back or buttocks -immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) -patterns like electric burner, iron, etc. -rope burns on arms, legs, neck or torso <p><u>Unexplained Fractures:</u></p> <ul style="list-style-type: none"> -to skull, nose, facial structure -in various stages of healing -multiple or spiral fractures <p><u>Unexplained Lacerations or Abrasion:</u></p> <ul style="list-style-type: none"> -to mouth, lips, gums or eyes -to external genitalia 	<p><u>Child's Behavior:</u></p> <p>Reports an injury or threat of an injury by Parent/Guardian; afraid to go home; shrinks from adults; withdrawn or aggressive; complains of soreness, moves uncomfortably, wears clothing inappropriate for the weather, reluctant to change clothes.</p> <p><u>Parent/Guardian's Behavior:</u></p> <p>Offers vague, illogical, contradictory or no explanations of a child's injury; uses harsh discipline inappropriate to the child's age and transgression, has unrealistic expectations of the child, significantly misperceives the child (sees them as bad, stupid, etc.); misuses alcohol or drugs.</p>
SEXUAL ABUSE:	<ul style="list-style-type: none"> -Difficulty Walking or Sitting -Torn, Stained or Bloody Underclothing -Pain or Itching in Genital Area -Bruises or Bleeding in External Genitalia, Vaginal or Anal Areas -Venereal Disease, Especially in Pre-teens -Pregnancy 	<p><u>Child's Behavior:</u></p> <p>Reports sexual assault by a Parent/Guardian; reluctant to change clothes; withdrawn; fantasy or infantile behavior; bizarre, sexual behavior or detailed sexual knowledge especially in young children; poor peer relations.</p> <p><u>Parent/Guardian's Behavior:</u></p> <p>Extremely protective or jealous of the child; sexually abused as a child; misuses alcohol or drugs; non-abusing caretaker/spouse frequently absent from the home.</p>
EMOTIONAL MALTREATMENT:	<ul style="list-style-type: none"> -Habit Disorders (sucking, biting, rocking, etc.) -Conduct Disorders (antisocial, destructive, etc.) -Neurotic Traits (sleep disorders, speech disorders, Inhibition of play) -Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias, hypochondria) 	<p><u>Child's Behavior:</u></p> <p>Sucking, biting, rocking in older children; antisocial; destructive and self destructive; passive/aggressive; demanding; inappropriately adult or infantile; attempts suicide.</p> <p><u>Parent/Guardian's Behavior:</u></p> <p>Excessively blames or belittles; repeatedly ignores or rejects the child; treats siblings unequally; seems unconcerned about the child's problem, unreasonable demands or impossible expectations with regard to the child's developmental capacity.</p>
PHYSICAL NEGLECT:	<ul style="list-style-type: none"> -Consistent Hunger, Poor Hygiene, Inappropriate Dress -Consistent Lack of Supervision, Especially in Dangerous Activities or Long Periods -Constant Fatigue or Listlessness -Unattended Physical Problems or Medical Needs -Abandonment 	<p><u>Child's Behavior:</u></p> <p>Begging, Stealing Food, Extended Stays at School (early arrival and late departure), Consistently Falling Asleep in Class, Delinquency (e.g. thefts), State There is No Caretaker.</p>



Coventry Parks & Recreation

1712 Main Street, Coventry, CT 06238 Phone: 860-742-4068

www.coventryrec.com

Child Abuse & Neglect Policies & Procedures

Coventry Parks & Recreation Programs

Employees of the Coventry Parks & Recreation Department's before & afterschool program, Recreation Daze, and summer camp program, Camp Wangumbaug, are considered mandated reporters, and have a responsibility to prevent child abuse and neglect of children enrolled in these programs.

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

Definitions:

The following operational definitions are working definitions and examples of child abuse, neglect, and in danger of abuse.

- For the purposes of these operational definitions, the term child refers to any person under 18 years of age or any person under 21 years of age who is a DCF client.
- A person responsible for a child's care includes the child's parent, guardian, foster parent, an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A caretaker is an individual in whose care a biological or adoptive parent or legal guardian has left a child on an extended basis and who exercises parental authority in the capacity of a guardian.
- The phrase perpetrator given access to the child by the person responsible for the child's care refers to those circumstances when the person responsible for the child's care uses poor judgment in entrusting the child to another individual who then causes injury to the child.

ABUSE

- is a non-accidental injury to a child which, regardless of motive, is inflicted or allowed to be inflicted by the person responsible for the child's care
- includes:
 - any injury which is at variance with the history given
 - maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

TYPES OF ABUSE

Description/Examples: Physical Abuse

Physical abuse is any physical injury inflicted other than by accidental means, any injury at variance with the history given of them, or a child's condition which is the result of maltreatment such as malnutrition, deprivation of necessities or cruel punishment. Examples of injuries which may result from physical abuse include:

- head injuries
- bruises, cuts, or lacerations
- internal injuries
- burns, scalds
- reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.

- injuries to bone, muscle, cartilage, ligaments fractures, dislocations, sprains, strains, displacements, hematomas, etc.
- death

Description/Examples: Sexual Abuse and Exploitation

Sexual Abuse is any incident of sexual contact involving a child that is inflicted or allowed to be inflicted by the person responsible for the child's care.

Sexual abuse includes, but is not limited to, the following:

- rape
- intercourse
- sodomy
- fondling
- oral sex
- incest
- sexual penetration: digital, penile, or foreign objects.
- Sexual exploitation of a child includes permitting, allowing, coercing or forcing a child to:
 - participate in pornography
 - engage in sexual behavior.

Description/Examples: Emotional Abuse or Maltreatment

Emotional abuse or maltreatment is the result of cruel or unconscionable acts and/or statements made, threatened to be made, or allowed to be made by the person responsible for the child's care that have a direct effect on the child.

The observable and substantial impairment of the child's psychological, cognitive, emotional and/or social well-being and functioning must be related to the behavior of the person responsible for the child's care.

Emotional abuse or maltreatment may result from:

- repeated negative acts or statements directed at the child
- exposure to repeated violent, brutal, or intimidating acts or statements among members of the household
- cruel or unusual actions used in the attempt to gain submission, enforce maximum control, or to modify the child's behavior
- rejection of the child.

NEGLECT

Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision, and/or education.

A child may be found neglected who:

- has been abandoned
- is being denied proper care and attention physically, educationally, emotionally, or morally
- is being permitted to live under conditions, circumstances or associations injurious to his well-being
- is being abused.

TYPES OF NEGLECT

Description/Examples: Physical Neglect

The following are examples of physical neglect:

- the failure to provide adequate food, shelter, and clothing appropriate to the climatic and environmental conditions
- the failure to provide, whether intentional or otherwise, supervision or a reliable person(s) to provide child care
- leaving a child alone for an excessive period of time given the child's age and cognitive abilities
- holding the child responsible for the care of siblings or others where beyond the child's ability
- the person responsible for the child's care displays erratic or impaired behavior
- the person responsible for the child's care is unable to consistently perform the minimum of child-caring tasks
- death.

Description/Examples: Medical Neglect

Medical neglect is:

- the refusal or failure on the part of the person responsible for the child's care to seek, obtain, and/or maintain those services for necessary medical, dental, or mental health care
- withholding medically indicated treatment from disabled infants with life-threatening conditions.

Note: Failure to provide the child with immunizations or routine well child care in and of itself does not constitute medical neglect.

Description/Examples: Educational Neglect

Educational neglect occurs when, by reason of the actions or inaction on the part of the person responsible for the child's care, a child age seven (7) years old through fifteen (15) years old either:

- is not registered in school; or
- is not allowed to attend school.

Description/Examples: Emotional and Moral Neglect

Emotional and Moral Neglect is the denial of proper care and attention to the child, emotionally and/or morally, by the person responsible for the child's care that may result in the child's maladaptive functioning.

Harmful behaviors by the person responsible include, but are not limited to, the following:

- encouraging the child to steal or engage in other illegal activities
- encouraging the child to use drugs and/or alcohol
- recognizing the child's need but failing to provide the child with emotional nurturance
- having inappropriate expectations of the child given the child's developmental level.

Note: For court intervention regarding emotional neglect, a statement from a mental health provider documenting the condition is required.

Circumstances Injurious**Description/Examples: In Danger of Abuse**

In danger of abuse includes:

- actions or statements conveying threats of physical or mental injury
- a real threat to the child's well-being as perceived by the child
- the person responsible for the child's care exposing the child to dangerous and/or violent situations.

Reporting Requirements

When making a report, a reporter is required to provide the following information, if known:

- names and addresses of the child and his parents or responsible caregiver(s)
- child's age and gender
- nature and extent of injury, maltreatment or neglect
- approximate date and time the injury, maltreatment or neglect occurred
- the circumstances in which the injuries, maltreatment or neglect became known to the reporter
- previous injury, maltreatment or neglect of the child or siblings
- name of the person suspected to have caused the injury, maltreatment or neglect
- any action taken to treat or help the child
- any other information the reporter believes would be helpful

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes §46b-120)

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statutes §46b-120)

Mandated reporters who, outside the ordinary course of their employment or profession, have reasonable cause to suspect or believe that a child under the age of 18 is in imminent risk of being abused or has been abused or neglected, can and should make a report to the Careline.

Following the initial report to the Careline, DCF requires a written "Report of Suspected Child Abuse/Neglect," Form DCF-136 completed and submitted within 48 hours of the oral report.

Department of Children & Families Hotline **Careline Phone #: 1-800-842-2288**

The Careline is staffed by full-time, highly-skilled professionals of the Department who receive and process reports of alleged child abuse and neglect. The Careline worker gathers critical information from the caller to determine if a report meets Connecticut's statutory criteria for child abuse or neglect. Those reports that meet the criteria are forwarded to a DCF case investigator for prompt and appropriate action.

Current law requires that DCF make its best effort to begin an investigation within two hours if there is imminent risk of physical harm and within 72 hours for other reports.

In situations where it has been determined that an investigation is not warranted, the Careline worker may refer the caller to an appropriate service program in his/her community.

If child abuse or neglect is substantiated, a case may be opened by the Department for protective services provided by staff from the DCF Regional Office or sub-office covering the child's hometown.

Staff Responsibilities

If you witness, or become aware of, abuse or neglect of a child enrolled in our program, respect the privacy of the child. The child will need to tell their story in detail later, so don't press the child for details. Remember, you need only suspect abuse to make a report. Don't display horror, shock, or disapproval of parents, child, or the situation. Don't place blame or make judgments about the parent or child. Believe the child if she/he reports sexual abuse. It is rare for a child to lie about sexual abuse.

Once you suspect abuse or neglect, contact the Camp Director who will assist you in reporting the claim. If needed, the Coventry Human Services Office will also assist.

Suspected Abuse By a Staff Member

Mandated reporters are also required to report when they have reasonable cause to suspect or believe that any child has been abused or neglected by a member of the staff of a public or private institution or facility that provides care for children. DCF must notify the head of the institution or facility providing child care that a report has been made, except in circumstances when such person is the alleged perpetrator.

Whenever DCF, based on the results of an investigation, has reasonable cause to believe that a child has been abused or neglected by a staff member of a public or private institution or facility providing child care, DCF shall notify the executive director of the institution, school, or facility in not less than five working days. DCF shall also provide records concerning the investigation to the executive director. If the facility is licensed by the state for the caring of children, DCF shall notify the state agency that licenses it and provide records concerning the investigation. Please use this link for additional information and changes contained in Public Act 11-93 as it pertains to suspected abuse by a member of an institution or facility providing child care.

Coventry Parks & Recreation has a zero tolerance policy for abuse and neglect. An employee suspected of abuse or neglect of a program participant will be subject to progressive disciplinary actions.

Anonymity

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

- a DCF employee
- a law enforcement officer
- an appropriate state's attorney
- an appropriate assistant attorney general
- a judge and all necessary parties in a court proceeding
- a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

Immunity and Penalty

Mandated reporters are required to make a referral to the DCF Hotline as soon as practical **but no later than 12 hours after the mandated reporter becomes aware of or suspects**

abuse/neglect or imminent risk of serious harm to a child or children. Any person required to report who fails to make such report or fails to make such report within the time period prescribed (in sections 17a-101b to 17a-101d), could be fined not less than five hundred dollars and not more than two thousand five hundred dollars and could be required to participate in an educational and training program (pursuant to subsection (d) of section 17a-101). The Department shall promptly notify the Chief State's Attorney when there is reason to believe that any such person has failed to make a report in accordance with this section.

Mandated reporters identified as a **school employees** (as defined in section 53a-65 (subsection 13) of the Connecticut General Statutes (CGS)), can be subject to an investigation and the penalties stated above if they fail to make a report (OR) if they fail to make a report within the 12 hour timeframe. The Commissioner of the Department of Children and Families, or the commissioner's designee, shall promptly notify the Chief State's Attorney when there is reason to believe that any such person has failed to make a report in accordance with this law.

Immunity from civil or criminal liability is granted to people who make required reports in good faith. Immunity is also granted to people who in good faith have not reported.

Anyone who knowingly makes a false report of child abuse or neglect shall be fined up to \$2,000 or imprisoned for not more than one year, or both. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse.

Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The Attorney General can bring a court action against any employer who violates this provision, and the court can assess a civil penalty of up to \$2,500 plus other equitable relief.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

- When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff of a private or public school or an institution that cares for the child, the person in charge of the school or facility must notify the child's parent or other person responsible for the child's care that a report has been made. It is DCF's responsibility to notify the head of such school, facility or institution that a report has been made.
- Health care professionals may need to talk with parents to assess the cause of the child's injury(ies). Mental health professionals or members of the clergy may want to talk with the parents to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may not be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and could interfere with a potential criminal investigation.

Training

Mandated Reporter training and review of these policies & procedures will be held periodically throughout the year. For *Camp Wangumbaug* employees, training will occur in the pre-season, as well as mid-way (week D) through the Camp season. For *Recreation Daze* employees, training will be held in the week prior to school starting, and again midway through the school year (during December break).

TOWN OF MONTVILLE

Abuse Prevention Policy

Objective

The Town of Montville ("Town") is committed to creating and maintaining a safe and secure environment for all individuals who engage in Town programs or use Town services or facilities. The Town maintains a strict policy of zero tolerance for psychological, physical, and/or sexual abuse and/or misconduct involving employees, volunteers and other individuals within its premises. This policy outlines guidelines and mandatory procedures that Town employees and volunteers must follow to prevent any such abuse and misconduct, ensuring the well-being of all involved parties.

Scope of Policy

This policy applies to all employees and volunteers of the Town. All employees and volunteers, at every level, will be subject to discipline, up to and including termination, for any violation of this policy.

Definitions

Psychological abuse or misconduct is an act or verbal statement that is likely to humiliate, intimidate, degrade or demean an individual, inflict emotional harm or invoke fear in such individual, or otherwise negatively impact the mental health of an individual.

Physical abuse or misconduct is the willful infliction of physical pain or injury, or the imminent fear of infliction of pain or injury.

Sexual abuse or misconduct takes the form of inappropriate sexual contact or interaction for the gratification of the actor.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse - any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not, or legally cannot, be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.

Hiring and Screening Procedures

All employees and volunteers must undergo a thorough screening process, including background checks, which may include, but not be limited to: federal and state background checks, child protective services background checks, and sex offender registry checks. Additionally, employees and volunteers that will be working with vulnerable populations (e.g., children, elderly, disabled) are required to complete annual training on recognizing, preventing, and reporting abuse and misconduct, to include mandated reporter training.

Reporting and Investigation Procedure

It is the policy of the Town to require all employees and volunteers to promptly report suspected psychological, physical or sexual abuse or misconduct to their Supervisor, the Department Head, the Human Services Administrator or the Director of Human Resources. In all instances of alleged abuse by an employee or volunteer,

the Director of Human Resources must be notified immediately. In absence of the Department Head or Director of Human Resources, please contact the office of the Mayor.

In addition, if the subject is a child (under 18 years old), mandated reporters are required by law to make an oral report by telephone or in person to the 24-hour CT Department of Children and Families (DCF) Child Abuse and Neglect Careline at 1-800-842-2288 within twelve (12) hours and an electronic report must be made to CT DCF within twenty-four (24) hours.

If the subject is elderly (age 60 or older), mandated reporters are required by law to report the information to the CT Department of Social Services (DSS) Protective Services for the Elderly Division at 1-888-385-4225 during normal business hours or 1-800-203-1234 or 211 after hours.

If the subject is intellectually disabled (age 18 - 59), mandated reporters are required by law to report the information to the CT Abuse Investigation Division (AID) at 1-844-878-8923.

The Town, through the Human Resources Department, will take all allegations of psychological, physical and/or sexual abuse or misconduct, seriously. The Town is committed to following the state and federal legal requirements for reporting allegations or incidents of abuse or misconduct to appropriate law enforcement and child or adult protective services organizations and will cooperate fully with any investigation. It is the policy of the Town not to attempt to investigate or assess the validity or credibility of an allegation of abuse or misconduct as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations. After law enforcement authorities and/or protective services organizations have completed their investigations, the Town, through the Human Resources Department, will promptly, thoroughly, and impartially initiate an investigation if it determines that additional investigation is warranted. The Town, in its discretion, may rely upon the findings in any external investigation in determining whether a violation of this policy has or has not occurred.

Anti-Retaliation and False Allegations

The Town prohibits retaliation made against any employee, volunteer, or other person who lodges a good faith complaint of psychological, physical and/or sexual abuse or misconduct with the Town or any protective services agency or law enforcement authority; or who participates in any related investigation. Making knowingly false or malicious accusations of abuse or misconduct can have serious consequences for those who are wrongly accused. The Town prohibits making knowingly false or malicious allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and may be reported to law enforcement.

ACKNOWLEDGEMENT FORM

TOWN OF MONTVILLE

Abuse Prevention Policy

I have read and understand the Town of Montville's Abuse Prevention Policy, and agree to follow all policies and procedures that are set forth therein for the duration of my employment with the Town of Montville. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination.

Furthermore, I understand this document can be amended at any time.

Employee/Volunteer Printed Name

Employee/Volunteer Signature

Date

Dear Applicant/Provider:

The regulations that govern licensed Child Care Centers and Group Child Care Homes require that programs develop and implement certain policies, plans and procedures. Such policies, plans and procedures include specified components as outlined in the regulations. The bulleted components within the following “sample” policies, plans and procedures contain the minimum requirements of what must be included as specified in the regulations. Also included are samples (indicated with an * below) that you may find helpful, but are not ‘required.’

These “samples” are a guide to help you develop your own policies, plans and procedures specific to your program and include the following policies:

Contents

DISCIPLINE POLICY 19a-79-3a(d)(2).....	2
GUIDELINES FOR CHILD ABUSE AND NEGLECT	3
POLICIES & PROCEDURES.....	3
LATE PICK UP POLICY 19a-79-3a(d)(3).....	6
EMERGENCY PLANS 19a-79-3a(d)(4).....	7
SUPERVISION OF CHILDREN 19a-79-3a(d)(5)	9
OPERATING POLICY 19a-79-3a(d)(7).....	11
PERSONNEL POLICY 19a-79-3a(d)(8)	13
ADMINISTRATION OF MEDICATION 19a-79-3a(d)(8)(7) & 19a-79-9a.....	16
PLAN FOR PROFESSIONAL DEVELOPMENT 19a-79-4a(g).....	18
PLAN FOR CONSULTATIVE SERVICES 19a-79-4a(h).....	19
PET CARE PLAN 19a-79-7a(e)(15).....	20
*SAMPLE HANDWASHING POLICY	21
DIAPERING PLAN 19a-79-10(e).....	22
CLOTH DIAPERING PLAN 19a-79-10(e)(10).....	23
EDUCATIONAL PROGRAM PLAN 19a-79-8a	24
*SWIMMING POLICY	26
*INFANT SAFE SLEEP POLICY	27
*MONITORING OF DIABETES POLICY.....	28
HELPFUL LINKS	30

IMPORTANT

DO NOT SUBMIT the program’s policies, plans and procedures to the Agency. It is required that they be kept on site at the facility for Agency review and that the program only notify the Agency if any changes are made. Any policy you create for your program must be adhered to at all times.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program’s policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

DISCIPLINE POLICY 19a-79-3a(d)(2)

Required Components:

- The use of positive guidance
- Redirection
- Setting clear limits
- Continuous supervision by staff during any disciplinary action
- Specifically prohibiting abusive, neglectful, corporal, humiliating, or frightening punishment
- Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people

Sample Discipline Policy

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. Examples of developmentally appropriate methods utilized for resolving conflict are:

- ✓ Positive guidance
When disputes arise among children or between a child and staff, the staff will encourage a “talking out” process where the goal is to acknowledge feelings and find solutions using the children’s ideas wherever possible.
- ✓ Setting clear limits
Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
- ✓ Redirection
A child who may be aggressive or who is disruptive or destructive of other children’s work may be asked to make an activity choice in another area.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program’s policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

GUIDELINES FOR CHILD ABUSE AND NEGLECT

POLICIES & PROCEDURES

Implementation of child abuse and neglect policies and procedures is a necessary component of child abuse and neglect prevention strategies in a program or facility that serves people under the age of eighteen. Child abuse and neglect policies and procedures should include (but are not limited to) the following:

- A statement that the facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility.
- Definitions of child abuse and neglect (refer to Connecticut General Statutes, Section 46b-120.)
- Reporting Requirements (refer to Connecticut General Statutes, Sections 17a-101, 17a-101a, 17a-101b, 17a-101c, and 17a-101d.)
- The Department of Children and Families Careline telephone number to call for reporting abuse or neglect is (1-800-842-2288.)
- Staff responsibilities should they witness, or become aware of, abuse or neglect of a child enrolled in the program or facility.
- Administrative actions (which support zero tolerance for abuse and neglect) to be implemented should there be an allegation that a staff member abused or neglected a child.
- Information that staff are protected by law (refer to Connecticut General Statutes, Section 17a-101e) from discrimination or retaliation for reporting abuse or neglect.
- Staff training in (at a minimum) the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter.
- Documentation requirements and records to be maintained.
- Provisions for informing parents of the facility's abuse and neglect policy and procedures.

Sample Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our center.

1. Definition:

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

Child Abuse is defined as:

A child who has had

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as:

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well-being (CT statutes 46b-120)

2. Staff responsibilities:

As childcare providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

3. Specifics on reporting a suspected case of abuse or neglect

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- The reporter's name is required, but may be kept confidential.

Information needed:

- Name of child/Date of birth
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

5. Staff Training:

Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board.

When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

LATE PICK UP POLICY 19a-79-3a(d)(3)**(when a child is not picked up as planned)**

Required components:

- Staffing of at least two staff 18 years or older
- Time frames (for when the policy will be implemented)
- Parents or emergency contacts
- Alternate pick up person
- Notification of police department

Sample Late Pick Up Policy

Two staff members 18 years of age or older will remain at the program with the child at all times. If the child has not been picked up within (time frame) of the child's scheduled pick up time, a staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment. The police will be called after (time frame) if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The non-emergency number for our local police department is (include number here).

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

Revised 1/2/18

EMERGENCY PLANS 19a-79-3a(d)(4)

Required components:

Medical:

- Procedures for personal emergency
- Procedures for accident or illness
- Designation of a licensed physician or hospital emergency service to be available
- Transportation to medical services
- Notification of parents

Fire:

- Identification of means of egress
- Roles and responsibilities of staff
- Designated safe place for reconvening
- Notification of parents

Weather:

- Closings
- Safe location for children
- Resources available
- Notification of parents

Evacuation:

- Transportation
- Location of an alternate shelter
- Community resources
- Notification of parents

Sample Emergency Plans

MEDICAL:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at the Center, parents will be notified and the child will be moved to a designated area where the child will be made comfortable. A staff person will remain with the child at all times.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

FIRE:

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to (the designated area) safely away from the building, and line up to take a name to face attendance. Director or person in charge will be responsible for taking (the sign-in and out sheets or make available the computer access to such documentation), portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children (to the alternate shelter). Parents will be notified.

WEATHER:

On snow days, or during other hazardous weather emergencies, the program will (follow the town Public School closing, delay or early dismissal schedule). Parents will be notified via (radio station, television announcements on channels or telephone) to pick up their children due to early closing. Ratios will be maintained at all times and two staff 18 years or older will remain on the premises with the children until all are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

EVACUATION:

In the event that the facility must evacuate, the children will be (mode of transportation) to the (nearest designated evacuation area). Advanced contact has been made with the town's Civil Preparedness Unit, adding the Center to their list for emergencies. Parents will also be notified to pick up their children. Ratios will be maintained at all times and two staff 18 years or older will remain with the children until all children are picked up.

Emergency Distribution of Potassium Iodide
(applicable to programs within a ten-mile radius of Millstone)

Our program (name of center) is a licensed child care center located within a ten (10) mile radius of the Millstone Power Station in Waterford. During a public health emergency declared by the Governor pursuant to section 19a-131a of the Connecticut General Statutes and if authorized by the Commissioner of Public Health via the emergency alert system or other communication system, we will follow our approved emergency plan. (Insert approved plan here). If so directed, staff will administer potassium iodide to adults and children present provided prior consent to do so has been obtained from the child's parent.

HELPFUL RESOURCES <https://training.fema.gov/is/courseoverview.aspx?code=IS-36>
http://www.ct.gov/oec/lib/oec/early_childhood_emergency_response_plan.pdf

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

SUPERVISION OF CHILDREN 19a-79-3a(d)(5)

Required components:

- ✓ Group size
- ✓ Ratio of staff to children
- ✓ Indoor and outdoor supervision
- ✓ Nap time
- ✓ Bathroom areas

Sample Supervision Policy

The staff/child ratio is 1 staff for every 4 children under the age of three years old and/or 1 staff for every 10 children over the age of three years old. At no time should the group size exceed 8 children under the age of three years old and/or 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, gym, bathrooms, and outside. Children must be supervised by sight and sound at all times including nap time and during transportation. Staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

Field Trips - Staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.

Bathrooms - Staff must supervise children while they are using the bathrooms.

Transportation to/from school - All children will be supervised by sight and sound while getting on and off any mode of transportation.

Playground/Outdoors - It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- ✓ A head count will be taken before leaving the building.
- ✓ Children will be escorted by the staff to their designated play areas.
- ✓ Staff will encourage and demonstrate proper equipment usage and play.
- ✓ Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
- ✓ A head count will be taken before re-entering the building.
- ✓ Staff may not leave children unattended or out of state-permitted ratios and group sizes.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

- ✓ Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- ✓ When there are woodchips as surfacing on the playground, accessible to children under age three years, we shall:
 1. Be sure that all staff are aware that the woodchips pose a choking hazard to children under the age of three.
 2. Have a phone outside at all times in case of emergency.
 3. At least one CPR certified staff member will be on the playground whenever there are children under the age of three using the playground.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

OPERATING POLICY 19a-79-3a(d)(7)

Required components:

- Admission (including health record and ages of children enrolled)
- Agreements with parents
- Parent involvement
- Medication policies if applicable
- Content and times of meals and snacks
- Provisional enrollment period
- Days and hours of operation including sick days, holidays and vacations
- Withdrawal and expulsion of children
- Access to program and facility

Sample Operating Policy

Days and Hours of Operation

The center is open Monday through Friday (time) to (time), year round. We follow the (name of town) school schedule for holidays and vacations. Tuition is due weekly regardless of any absence, including sick days.

Admission

Our program serves children (ages). A \$ _____ non-refundable registration fee, along with one week's tuition is due upon registration. Tuitions payments are to be made weekly, and due the Friday before the week of care. A \$ _____ a day late fee will be added after 5 days and your child may not return until payment is made in full.

Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children who are not school age, must have their physicals updated yearly. Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends and acceptable to the local education authority.

Agreements with Parents

Please call and let a staff know if your child is going to be absent for any reason.

An adult must accompany your child to and from his/her classroom and sign them in and out each day.

Please leave at least 2 spare outfits in your child's cubby labeled with their name on it. Parents must supply diapers, bottles, baby food, formula, etc.

Toys are not to be brought from home except on specified days.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

Parents are to supply bedding for cribs/cots. Please also leave a “snug fitting” spare sheet labeled in your child’s cubby.

Any changes in address, phone number, employment, etc. must be given to the Director in writing.

In case of inclement weather, please watch channel ____ for closings or delays.

Meals and Snacks (if applicable)

“Snack” means a light meal containing two (2) food groups

“Meal” means the food served and eaten in one sitting containing the four (4) food groups

Parents must supply their child’s lunch box. Be sure to label their lunch and provide an ice pack for items that may be perishable. The center will provide morning and afternoon snack including milk and 100% fruit juice. Snack menus are posted on the family information board, one week in advance.

Provisional Enrollment

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, please see withdrawal policy.

Family Involvement/Access to Program and Facility

Our center has an open door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational and fun field trips. Volunteers are more than welcome.

Withdrawal/Expulsion of Children

Parents or guardians must provide the center with 2 weeks written notice prior to withdrawing their child from the center. All tuition owed must be paid in full. Likewise, if possible, the program will provide the same courtesy if care for a child must be terminated for any reason. The program will work with all children and families to avoid a child’s expulsion.

Medication Policies

*See full medication policy for details

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program’s policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

PERSONNEL POLICY 19a-79-3a(d)(8)

- Job descriptions
- Employee benefits
- Supervision and discipline of staff
- Probationary period of staff
- Communication with parents

Sample of Personnel Policy

Job Descriptions:

Director:

- ✓ The Director must have a high school diploma or equivalency certificate, and have experience supervising staff.
- ✓ Any Director hired or newly designated on or after January 1, 2010 shall have within one (1) year of being hired or designated at least three (3) credits in administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education.
- ✓ The Director is responsible for the day-to-day administration of the program. He/she is responsible for overseeing all of the other staff, including but not limited to: hiring, training and terminating, as well as making sure staff files are kept current.
- ✓ The Director must possess personal qualities to care for and work with children, relate to and supervise staff, and relate to and communicate with parents.
- ✓ All of the other staff are to report to the Director. In the event the Director is absent, the _____ would be designated as in charge.
- ✓ The Director is responsible in ensuring adequate coverage in the classrooms at all times (staff child ratio and group size).

Head Teacher:

- ✓ The Head Teacher is required to be present 60% of the hours the Center is in operation.
- ✓ The Head Teacher must be at least 20 years of age.
- ✓ The Head Teacher must have a high school diploma or equivalency certificate.
- ✓ The Head Teacher must meet the qualifications for State of Connecticut approval as a Head Teacher.
- ✓ The Head Teacher is responsible for planning and implementing the day-to-day educational portion of the program.
- ✓ The Head Teacher is responsible for meeting all of the day-to-day emotional and physical needs of the children.
- ✓ The Head Teacher must possess personal qualities necessary to care for and work with children, relate to other adults, including staff and parents.
- ✓ The Head Teacher reports to _____.

Staff:

- ✓ The Staff must be at least _____ years of age.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

- ✓ The Staff must possess a high school diploma or equivalency certificate.
- ✓ The Staff must possess personal qualities necessary to care for and work with children, relate to adults, including staff and parents.
- ✓ The Staff is responsible for the day-to-day direct care of the children.
- ✓ The Staff will assist in meeting all of the children's emotional and physical needs
- ✓ The Staff will assist the Head Teacher in implementing the educational portion of the program.
- ✓ The Staff reports to _____.

Assistant Staff:

- ✓ The Assistant Staff must be at least _____ years of age.
- ✓ The Assistant Staff must work under the supervision of a Staff or Head Teacher.
- ✓ The Assistant Staff must possess personal qualities necessary to care for and work with children, and relate to other adults, including staff and parents.
- ✓ The Assistant Staff will assist the Staff or Head Teacher in meeting the day-to-day needs of the children.
- ✓ The Assistant Staff reports to _____.

Employee Benefits:

All full time employees will receive vacation or holiday pay for the following, after successfully completing their _____ days probation period:

- ✓ Labor Day
- ✓ Thanksgiving
- ✓ Christmas
- ✓ New Year
- ✓ Independence Day
- ✓ Second week of August

In addition to these days, all full time employees will accrue _____ personal day every other month, to use for vacation, sick days, etc. All full time employees will also receive pay if the center closes or delays for inclement weather.

Supervision of Staff:

The Director supervises and observes staff on a regular basis and conducts staff evaluations annually. See job descriptions for more detail.

Discipline of Staff:

Our program uses progressive discipline as a positive way to correct unacceptable job performance. All employees are "at will", which means an employee can be terminated by the program for any reason. The following are steps which are taken using progressive discipline:

STEP 1 Verbal Warning

If a staff member's job performance is not meeting program standards, or if a staff member is in violation of any policy, he/she will be informed of the problem and the possible penalties if

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of policies, failure to follow procedures, unsatisfactory performance, absenteeism, or tardiness. Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Child abuse or neglect under Connecticut law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Probationary Period:

All employees are subject to _____ days orientation/probation period. At the end of this time, the Director may:

- ✓ Recommend continued employment.
- ✓ Extend orientation time.
- ✓ Terminate employment.

Communication with Parents:

Daily communication with parents is vital to the success of the children's experience at the program. Parents may speak to the teachers at drop off and/or pick up and will receive written communication daily.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

ADMINISTRATION OF MEDICATION 19a-79-3a(d)(8)(7) & 19a-79-9a

Required Components:

- Types of medications that shall be administered
- Parental responsibilities
- Staff responsibilities
- Proper storage of medications
- Record keeping

Sample Administration of Medications Policy

The center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by (means of communication) when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/ guardian or disposed of if it is not picked up within one week following the termination or the order, in the presence of at least one witness. The center shall keep a written record of the medications destroyed when shall be signed by both parties.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

PLAN FOR PROFESSIONAL DEVELOPMENT 19a-79-4a(g)

Required Components:

- One (1) percent of total annual hours worked required for program staff
- Documentation of a professional development plan for each program staff

Sample Plan for Professional Development

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

- ✓ New employee orientation (required)
- ✓ Annual training on program policies, plans, and procedures (required)
- ✓ Early childhood education
- ✓ Child development
- ✓ Licensing regulations
- ✓ Health issues
- ✓ Nutrition
- ✓ Approved first aid
- ✓ Approved CPR
- ✓ Medication administration
- ✓ Child abuse and neglect laws
- ✓ Caring for children under the age of 3
- ✓ Safe sleep practices
- ✓ Techniques used to manage child behaviors
- ✓ Emergency preparedness

Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records and be maintained on site at the facility and made available for review. An assessment of individual development will be developed for each staff person.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

PLAN FOR CONSULTATIVE SERVICES 19a-79-4a(h)

Section 19a-79-4a(h) of the Connecticut General Statutes require all licensed child day care centers and group day care homes to develop and implement a written plan that includes the services of an early childhood educational consultant, health consultant, dental consultant, social service consultant and a registered dietitian consultant if the program serves meals.

The Regulations for Connecticut State Agencies require each of the above consultants to provide, at a minimum, the following services to the program:

- Annual review of written policies, plans and procedures;
- Annual review of education programs
- Availability by telecommunication for advice regarding problems;
- Availability, in person, of the consultant to the program;
- Consulting with administration and staff about specific problems;
- Acting as a resource person to staff and the parents; and
- Documenting the activities and observations required in a consultation log that is kept on file at the facility for two years.

Furthermore, the regulations require additional services to be provided by the health consultant as listed below:

- Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older; or for group day care homes, facilities that operate no more than three hours per day, or facilities that enroll only school age children, semi-annual site visits. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- Reviewing health and immunization records of children and staff;
- Reviewing the contents, storage and plan for maintenance of first aid kits;
- Observing the indoor and outdoor environments for health and safety;
- Observing children's general health and development;
- Observing diaper changing and toileting areas and diaper changing, toileting and handwashing procedures;
- Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medication; and
- Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed.

The selection of our program's consultants is thoughtful and deliberate, and includes the careful examination of each one's qualifications and experience. A written agreement specifying each consultant's services to the program is on file and updated annually.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

PET CARE PLAN 19a-79-7a(e)(15)

(Necessary only when pets are kept on the premises)

Required Components:

- Procedures for care and maintenance
- Access to the children

Sample Pet Care Policy

Our pet rabbit is a friendly companion to our children & staff. We feed her and change her water daily. We change the bedding in her cage every Friday morning. Children shall handle the rabbit only when closely supervised by the staff. We obtain written permission from parents before children are allowed to handle the rabbit. Children and staff wash their hands with soap and water after handling her. If she should ever appear ill, we will make her inaccessible to the children and call the vet.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

Revised 1/2/18

SAMPLE HANDWASHING POLICY

Staff shall wash their hands:

- ✓ Before and after changing a child's diaper
- ✓ After toileting or assisting a child using the toilet
- ✓ Before eating or handling food, preparing bottles, or feeding children
- ✓ After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc.)
- ✓ After handling soiled items, such as garbage
- ✓ After handling animals/animal cages
- ✓ Whenever hands are visibly soiled

Children shall wash their hands:

- ✓ Before and after each diaper change
- ✓ After toileting
- ✓ Before eating meals or snacks
- ✓ After blowing their nose, coughing, or sneezing
- ✓ Before and after water or sensory play
- ✓ After playground use/outdoor play
- ✓ After handling animals/animal cages
- ✓ Whenever hands are visibly soiled

Proper handwashing technique:

1. Wet the hands and apply a small amount of liquid soap to the hands
2. Rub hands together vigorously with soap and water for at least 20 seconds (about two rounds of the "Happy Birthday" song!)
3. Wash all surfaces of the hands, including the backs of the hands, palms, wrists, between fingers, and fingernails
4. Rinse hands thoroughly to remove the soap lather
5. Dry hands with a single use disposable towel
6. Turn the faucet off with the towel.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

DIAPERING PLAN 19a-79-10(e)

Required Components:

- Description of the diapering procedure
- Disposal of soiled diapers
- Hand washing procedures
- Disinfecting process

Sample Diapering Plan

The following procedure must be posted in each diapering area, and followed:

1. Staff and children will wash their hands thoroughly and dry them with paper towel
2. Staff will put on protective gloves
3. Child will be placed on disposable changing paper
4. Soiled diaper will be removed and child will be cleaned with wipes
5. Soiled diaper, wipes, and changing paper will be disposed of in a covered, washable, lined waste receptacle which will be removed outside at least daily
6. Gloves will be removed and a new, clean diaper will be applied
7. If needed, diaper cream, ointment, or powder will be applied using new gloves
8. Staff will wash their hands and the child's hands
9. Diaper area will be washed & disinfected after each use
10. Changing paper will be replaced
11. Staff will again wash their hands and dry with a paper towel

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

CLOTH DIAPERING PLAN 19a-79-10(e)(10)

(*Plan must be submitted to OEC prior to implementation)

Required Components:

- Storage of soiled clothing and diapers in sealed container
- Removing soiled clothing and diapers daily
- Cleaning and sanitizing the container daily

Sample Cloth Diaper Plan

The following procedure must be posted in each diapering area, and followed:

1. Staff and children will wash their hands thoroughly and dry them with paper towel
2. Staff will put on protective gloves
3. Child will be placed on disposable changing paper
4. Soiled diaper will be removed and child will be cleaned with wipes
5. Soiled clothing and diaper (un-rinsed) shall be placed in a sealed zip-lock bag and labeled with the child's name.
6. Gloves will be removed and a new, clean diaper will be applied
7. If needed diaper cream, ointment, or powder will be applied using new gloves
8. Staff will wash their hands and the child's hands
9. Diaper area will be washed & disinfected after each use
10. Changing paper will be replaced
11. Staff will again wash their hands and dry with a paper towel
12. Parents must remove the soiled clothing and diapers daily.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

EDUCATIONAL PROGRAM PLAN 19a-79-8a

Required Components for daily program:

- Flexible schedule
- Meet and enhance the individual needs of the diverse population of children served which includes cultural, language and developmental differences must be addressed
- Indoor and outdoor physical activities which provide opportunities for fine and gross motor development
- Problem-solving experiences that facilitate concept formation, language development and sensory discrimination
- Creative experiences which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program, including but not limited to:
 - Arts and media
 - Dramatic play
 - Music
 - Language
 - Motor activity
- Language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with book, poems, stories and songs
- Experiences that promote self-reliance and build self-esteem including but not necessarily limited to self-care of body and clothing, care of possessions, shared group responsibility for equipment and materials
- Health education experiences that include modeling good health practices, sound nutrition and safety awareness
- Child-initiated and staff-initiated activities
- Exploration and discovery
- Varied choices for children in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious snacks and meals
- Toileting and clean up

Sample Educational Program Plan

Children at _____ will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development.

The daily schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination.

Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

- ✓ Arts and media
- ✓ Dramatic play
- ✓ Music
- ✓ Language
- ✓ Motor activity
- ✓ Language learning experiences
- ✓ Experiences that promote self-reliance
- ✓ Health education practices
- ✓ Child initiated and staff initiated experiences
- ✓ Exploration and discovery
- ✓ Varied choices in materials and equipment
- ✓ Individual and small group activities
- ✓ Active and quiet play
- ✓ Rest, sleep or quiet activity
- ✓ Nutritious meals and snacks
- ✓ Toileting and clean up

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

SWIMMING POLICY

- ✓ Non-swimmers identified
- ✓ Staff/child ratios
- ✓ Twenty year old staff certified in CPR by the American Heart Association, the American Red Cross or the American Safety and Health Institute
- ✓ Person supervising who holds acceptable lifeguard certification

Sample Swimming Policy

Children will be supervised at all times when participating in swimming or wading, whether on site at the facility or on a field trip. There will be a staff member present and directly supervising the group of children who is at least 20 years old, who is certified in CPR by the AHA, ARC or ASHI and who has completed acceptable lifeguard certification training.

All non-swimming children will be clearly identified by _____ that is visually and easily recognized by lifeguards and staff.

For infants who are 12 months of age and younger, there will be at least one program staff member with every child who is in direct physical contact with the child. For toddlers under the age of 3, there will be at least one program staff member with every 2 children. For preschool children aged 3 to 5 years old, there will be at least 1 program staff member with every 4 children. For school-age children there will be at least one program staff member with every 6 children.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

Revised 1/2/18

INFANT SAFE SLEEP POLICY

Our program has adopted the safe sleep practices recommended by the American Academy of Pediatrics. The flyer available, using this link, has been added to our infant enrollment packet.

<http://www.ctoec.org/wp-content/uploads/2016/01/Safe-Sleep-Info-Sheet-English.pdf>

Our policy includes the following:

- ✓ All infants under twelve (12) months of age shall be placed in a supine (back) position for sleeping in a well-constructed, free standing crib or bed designed for infant sleeping that meets current safety standards, with a snug fitting mattress unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for an alternative sleep position.
- ✓ When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- ✓ No blankets, pillows, quilts, comforters, sheepskins, soft bumpers, or stuffed toys shall be placed under or with an infant for sleeping and shall be kept out of the infant's crib or bed.
- ✓ No infant shall be put to sleep on a sofa, soft mattress, waterbed, or other soft surface. No infant shall be put to sleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing, or any place that is not specifically designed to be an infant bed unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for their use.
- ✓ Nothing shall be placed or hung over the side of a crib or other piece of equipment designed for sleeping that obstructs the staff's visibility of the infant.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

MONITORING OF DIABETES POLICY

(all Child Care Centers and Group Child Care Homes at which designated staff members will be administering finger stick blood glucose tests)

- Parental responsibilities
- Staff training and responsibilities
- Proper storage, maintenance and disposal of test materials and supplies
- Record keeping
- Reporting test results, incidents and emergencies to the child's parents and the child's physician, physician assistant, or advanced practice registered nurse
- Location where the tests occur that is respectful of the child's privacy and safety needs

Sample Monitoring of Diabetes Policy

Prior to attending the Center, the parent(s) of a child with diabetes mellitus will meet with the Director and Nurse Consultant to review the Center's Monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the Center.

An individualized plan of care for the child will be developed with the child's parent(s) and health care provider and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent(s) and staff responsible for the care of the child.

While the child is in attendance at the Center, a staff person who has been trained in an approved First Aid course and in the specific needs of the child with diabetes will be on site.

At the time of enrollment, the child's parent(s) will provide the necessary equipment and supplies to meet the child's individualized needs. The glucose testing supplies and (necessary equipment and supplies) will be labeled with the child's name and will remain inaccessible to other children when not in use.

A signed agreement from the child's parent(s) will be provided agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restocks supplies, and removes material to be discarded from the facilities on a daily basis. All materials to be discarded will be kept locked in (location) until it is given to the child's parent(s) for disposal.

The Center will keep the following records as part of the child's medical record and will be updated annually or when there is any change in the information.

A current written order signed and dated by the child's physician, physician assistant or advanced practice registered nurse indicating:

- ✓ The child's name

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

- ✓ The diagnosis of diabetes mellitus
- ✓ The type of blood glucose monitoring test required
- ✓ The test schedule
- ✓ The target ranges for test results
- ✓ Specific actions to be taken and carbohydrates to be given when the test results fall outside specified ranges
- ✓ Diet requirements and restrictions
- ✓ Any requirements for monitoring the child's recreational activities
- ✓ Conditions requiring immediate notification of the child's parent(s), emergency contact, the child's physician, physician assistant, or advanced practice registered nurse

An authorization form signed by the child's parent(s) which includes the following information

- ✓ The child's name
- ✓ The parent(s) name
- ✓ The parent(s) address
- ✓ The parent(s) telephone numbers at home and work
- ✓ Two adult, emergency contact people including names, addresses, and telephone numbers
- ✓ The names of staff designated to administer finger stick blood glucose tests and provide care to the child during testing
- ✓ Additional comments relative to the care of the child, as needed
- ✓ The signature of the parent(s)
- ✓ The date the authorization is signed
- ✓ The name, address, and telephone number of the child's physician, physician assistant, or advanced practice registered nurse

The Center will notify the child's parent(s) daily in writing using (form of communication) of the results of all blood glucose tests and any action taken based on the test results. Incidents and emergencies will be reported to the child's parent(s) and the child's physician.

Blood glucose testing will be conducted (location) respecting the child's privacy and safety needs.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

Helpful links:

These sample policies as well as other sample forms can be found at <http://ct.gov/oec>

http://www.ct.gov/oec/lib/oec/licensing/childcare/first_aid_course_list.pdf

http://www.ct.gov/oec/lib/oec/licensing/childcare/dcgh_decc_record_to_maintain_on_premises.pdf

http://www.ct.gov/oec/lib/oec/licensing/childcare/cdcc_gdch_records.pdf

<http://www.thrivect.org/>

Further information regarding consultation may be obtained by contacting the Connecticut Early Education Consultation Network at <http://ctconsultationnetwork.org> and the Connecticut Nurses Association at <http://ctnurses.org>

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

Revised 1/2/18

DISCIPLINE POLICY 19a-79-3a(d)(2)

- ☐ The use of positive guidance
- ☐ Redirection
- ☐ Setting clear limits
- ☐ Continuous supervision by staff during any disciplinary action
- ☐ Specifically prohibiting abusive, neglectful, corporal, humiliating, or frightening punishment
- ☐ Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people

CHILD ABUSE AND NEGLECT POLICY

- ☐ A statement that the facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility.
- ☐ Definitions of abuse and neglect
- ☐ Reporting Requirements
- ☐ DCF Careline number
- ☐ Staff responsibilities should they witness, or become aware of, abuse or neglect of a child enrolled facility.
- ☐ Administrative actions (which support zero tolerance for abuse and neglect) to be implemented should there be an allegation that a staff member abused or neglected a child.
- ☐ Information that staff are protected by law from discrimination or retaliation for reporting abuse or neglect.
- ☐ Staff training in (at a minimum) the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter.
- ☐ Documentation requirements and records to be maintained.
- ☐ Provisions for informing parents of the facility's abuse and neglect policy and procedures.

LATE PICK UP POLICY 19a-79-3a(d)(3)

- ☐ Staffing of at least two staff 18 years or older
- ☐ Time frames (for when the policy will be implemented)
- ☐ Parents or emergency contacts
- ☐ Alternate pick up person
- ☐ Notification of police department

SUPERVISION OF CHILDREN 19a-79-3a(d)(5)

- ☐ Group size
- ☐ Ratio of staff to children
- ☐ Indoor and outdoor supervision
- ☐ Nap time
- ☐ Bathroom areas

EMERGENCY PLANS 19a-79-3a(d)(4)**Medical:**

- ☐ Procedures for personal emergency
- ☐ Procedures for accident or illness
- ☐ Designation of a licensed physician or hospital emergency service to be available
- ☐ Transportation to medical services
- ☐ Notification of parents

Fire:

- ☐ Identification of means of egress
- ☐ Roles and responsibilities of staff
- ☐ Designated safe place for reconvening
- ☐ Notification of parents

Weather:

- ☐ Closings
- ☐ Safe location for children
- ☐ Resources available
- ☐ Notification of parents

Evacuation:

- ☐ Transportation
- ☐ Location of an alternate shelter
- ☐ Community resources
- ☐ Notification of parents

OPERATING POLICY 19a-79-3a(d)(7)

- ☐ Admission (including health record and ages of children enrolled)
- ☐ Agreements with parents
- ☐ Parent involvement
- ☐ Medication policies if applicable
- ☐ Content and times of meals and snacks
- ☐ Provisional enrollment period
- ☐ Days and hours of operation including sick days, holidays and vacations
- ☐ Withdrawal of children
- ☐ Access to program and facility

PERSONNEL POLICY 19a-79-3a(d)(8)

- ☐ Job descriptions
- ☐ Employee benefits
- ☐ Supervision and discipline of staff
- ☐ Probationary period of staff
- ☐ Communication with parents

ADMINISTRATION OF MEDICATION POLICY 19a-79-9a

- ☐ Types of medications that shall be administered
- ☐ Parental responsibilities
- ☐ Staff responsibilities
- ☐ Proper storage of medications
- ☐ Record keeping

PLAN FOR PROFESSIONAL DEVELOPMENT 19a-79-4a(g)

- ☐ One (1) percent of total annual hours worked required for program staff
- ☐ Documentation of a professional development plan for each program staff

PET CARE PLAN 19a-79-7a(e)(15)

- ☐ N/A
- ☐ Procedures for care and maintenance
- ☐ Access to the children

DIAPERING PLAN 19a-79-10(e)

- ☐ N/A
- ☐ Description of the diapering procedure
- ☐ Disposal of soiled diapers
- ☐ Hand washing procedures
- ☐ Disinfecting process

CLOTH DIAPER PLAN 19a-79-10(e)(10)

- ☐ N/A
- ☐ Storage of soiled clothing and diapers in sealed container
- ☐ Removing soiled clothing and diapers daily
- ☐ Cleaning and sanitizing the container daily

PLAN FOR CONSULTATIVE SERVICES 19a-79-4a(h)

- ☐ Annual review of written policies, plans and procedures
- ☐ Annual review of education programs
- ☐ Availability by telecommunication for advice regarding problems
- ☐ Availability, in person, of the consultant to the program
- ☐ Consulting with administration and staff about specific problems
- ☐ Acting as a resource person to staff and the parents
- ☐ Documenting the activities and observations required in a consultation log that is kept on file at the facility for two years.

Additional services to be provided by the health consultant:

- ☐ Making site visits in accordance with regulation. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- ☐ Reviewing health and immunization records of children and staff
- ☐ Reviewing the contents, storage and plan for maintenance of first aid kits
- ☐ Observing the indoor and outdoor environments for health and safety
- ☐ Observing children's general health and development
- ☐ Observing diaper changing and toileting areas and diaper changing, toileting and handwashing procedures

- ☐ Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication
- ☐ Assisting in the review of individual care plans, as needed

EDUCATIONAL PROGRAM PLAN 19a-79-8(a)

- ☐ Flexible schedule
- ☐ Meet and enhance the individual needs of the diverse population of children served which includes cultural, language and developmental differences must be addressed
- ☐ Indoor and outdoor physical activities which provide opportunities for fine and gross motor development
- ☐ Problem-solving experiences that facilitate concept formation, language development and sensory discrimination
- ☐ Creative experiences which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program, including but not limited to: arts/media, dramatic play, music, language, motor activity
- ☐ Language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with book, poems, stories and songs
- ☐ Experiences that promote self-reliance and build self-esteem
- ☐ Health education experiences that include modeling good health practices, sound nutrition and safety awareness
- ☐ Child-initiated and staff-initiated activities
- ☐ Exploration and discovery
- ☐ Varied choices for children in materials and equipment
- ☐ Individual and small group activities
- ☐ Active and quiet play
- ☐ Rest, sleep or quiet activity
- ☐ Nutritious snacks and meals
- ☐ Toileting and clean up

MONITORING OF DIABETES POLICY 19a-79-13(a)(1)

- ☐ N/A
- ☐ Parental responsibilities
- ☐ Staff training and responsibilities
- ☐ Proper storage, maintenance and disposal of test materials and supplies
- ☐ Record keeping
- ☐ Reporting test results, incidents and emergencies to the child's parents and the child's physician, physician assistant, or advanced practice registered nurse
- ☐ Location where the tests occur that is respectful of the child's privacy and safety needs

Link to sample policies:

http://www.ct.gov/oec/lib/oec/licensing/childcare/sample_policies.pdf

Connecticut Law on Background Checks for Child Care Employees

By: Michelle Kirby, Senior Legislative Attorney
July 12, 2021 | 2021-R-0105

Issue

Summarize Connecticut's law on background checks for child care employees.

Summary

By law, the Office of Early Childhood (OEC) commissioner, within available appropriations, must require each prospective employee of a child care center or group child care home in a child care position to submit to comprehensive background checks, including state and national criminal history records checks. These required checks must be conducted in accordance with the law's protocols.

The law prohibits prospective employees from having unsupervised access to children in the child care center or group child care home until the comprehensive background check is completed and the commissioner authorizes it.

Comprehensive Background Checks

Prospective Employees of Licensed Child Care Centers and Homes

By law, the OEC commissioner, within available appropriations, must require each prospective employee of a child care center or group or family child care home in a child care position to submit to comprehensive background checks, including state and national criminal history records checks.

The required criminal history records checks must be conducted in accordance with the protocols outlined below. The commissioner must also request a check of the state child abuse registry. The commissioner must notify each licensee of these background check requirements.

The law prohibits prospective employees from having unsupervised access to children in the child care center or group or family child care home until the comprehensive background check is completed and the commissioner allows the prospective employee to work in the child care center or group child care home (CGS §§ 19a-80(c) & 19a-87b(c)).

Applicability of Background Check Requirement

OEC specifies on its website that the following child care programs are required to submit background checks:

1. licensed child care facilities and group child care homes;
2. licensed family child care homes; and
3. license-exempt child care facilities that receive funding from Care 4 Kids (e.g., those run by schools or towns). (The Care 4 Kids program is one under which certain parents of low- to moderate-income families in Connecticut receive financial help for child care.)

By law, background checks are generally required at least every five years for:

1. child care staff members, including employees and volunteers age 16 and older who care for children or have unsupervised access to children;
2. family child care home providers, assistants, and substitutes; and
3. everyone age 16 or older who lives in a licensed family child care home (CGS § 10-530(b)).

The law specifies that it does not prohibit the commissioner from requiring a person applying for a position as a child care services provider or staff member to submit to comprehensive background checks more than once during a five-year period (CGS § 10-530(c)).

Background Check Not Required

Under the law, anyone who applies for a position at a child care facility in the state must not be required to submit to the comprehensive background checks if he or she:

1. (a) is an employee of a child care facility in the state or (b) has not been separated from employment as a child care services provider or staff member in the state for more than 180 days and

2. has successfully completed the comprehensive background checks in the previous five years (CGS § 10-530(c)).

Additionally, according to OEC, unlicensed providers who are related to all the children in their care and those who work with children at a center, but aren't employed by or volunteering for that program, and do not have unsupervised access to children are not required to submit to OEC background checks (<https://www.ctoec.org/background-checks/>).

Background Check Information System

According to the OEC website, the office is working to make it easier for child care programs to verify that a background check has been completed. As such, the office is developing a Background Check Information System (BCIS), which includes an electronic roster that allows employers to find out the status of their employees' background checks. More information is available here: BCIS and the Roster.

Criminal History Records Checks

By law, if a criminal history records check is required by state law, it must be requested from the State Police Bureau of Identification and must apply to the individual identified in the request. The requesting party must arrange for the fingerprinting of the individual or for conducting any other method of positive identification required by the State Police Bureau of Identification and, if a national criminal history records check is requested, by the Federal Bureau of Investigation (CGS § 29-17a).

Additional Information

Youth Camps and Youth Sports Comprehensive Background Check Requirement

Starting October 1, 2022, a new law generally requires OEC-licensed youth camps and operators of youth athletic activities (e.g., municipalities) to require comprehensive background checks for prospective employees or volunteers age 18 or older applying for a position (1) that involves unsupervised access to children or (2) as coach, instructor, or athletic trainer, respectively. The act establishes specifications for these background checks, such as exemptions for certain visa holders, databases to check, disqualifying crimes, frequency, reporting, penalties, and OEC enforcement powers. The background checks must be carried out in accordance with the protocols outlined above. (PA 21-82, effective October 1, 2021.)

Child Sexual Abuse Instructional and Informational Guidelines

A new law requires the Governor's Task Force on Justice for Abused Children, in collaboration with a national association of adult survivors of child abuse, by December 1, 2021, to develop instructional guidelines for youth coaches and child sexual abuse informational guidelines.

The law requires certain municipalities, businesses, and nonprofit organizations operating youth athletic activities ("operators") and youth camp licensees, starting January 1, 2022, to distribute a copy of the child sexual abuse informational guidelines to the parent or guardian of each activity or camp participant upon enrollment or registration. Under the law, youth athletic activity operators must, by January 1, 2022 and annually thereafter, distribute a copy of the instructional guidelines to their youth coaches (PA 21-64, effective upon passage).

MK:kl

APPENDIX S

Testimony regarding:

OPPOSITION TO – HB-6574 – AN ACT CONCERNING MUNICIPAL YOUTH CAMPS

Although this bill may be well-intended, I am concerned that HB-6574 will significantly increase costs for towns and campers, which will price families out of affordable, convenient, and enriching camp programs.

The bill would subject municipal youth camps, which have operated successfully for years, to additional unnecessary state oversight, imposing burdensome staffing and paperwork requirements on municipalities. This would increase costs for campers by as much as \$30 – \$50 per camper, making the program unaffordable for many families.

In addition, the bill would wreak havoc in operating municipal summer camps which begin advertising and enrolling children in February and March. It is also unclear whether the Office of Early Childhood has the staff and resources to process licenses and perform the inspections required under the bill, leaving municipal youth camps in limbo.

Municipal youth camps are already subject to several layers of oversight on the local level, including full-time program coordinators, Park & Recreation directors, HR Directors, Town Managers, Mayors, and First Selectman. Municipal buildings and facilities are also subject to oversight from fire marshals, local/regional health directors, building officials, facilities managers.

PLEASE OPPOSE HB-6574.

Paula Cofrancesco
First Selectman
Town of Bethany