

ENFIELD BOARD OF EDUCATION

ENFIELD, CONNECTICUT

Time-Place:

Council Chambers

Date: 04/24/18

820 Enfield Street

Enfield, CT

7:00 PM Regular Meeting

1. **Call to Order – 7:00 PM**
2. **Invocation or Moment of Silence – Chris Rutledge**
3. **Pledge of Allegiance – Chris Rutledge**
4. **Fire Evacuation Announcement**
5. **Roll Call**
6. **Board Guest(s)**
 - a. **Career Pathways Presentation**
 - b. **District Goal Presentation**
 - c. **CABE Legislative Discussion**
7. **Superintendent's Report**
 - a. **Student Representatives**
 - b. **CABE Student Leadership Award Recipients**
 - c. **Kindergarten Registration**
 - d. **TC FY2018-19 Budget Community Conversation, Special BOE Meeting, FY2018-19 Budget Public Hearing & Budget Workshop**
 - e. **April/May Events**
8. **Audiences**
9. **Board Members' Comments**
10. **Unfinished Business**
 - a. **Policy Revisions – Approve the 1000 Series – *Second Reading (tabled on 03-27-18)***
11. **New Business**
 - a. **Approve FY2018-19 School Readiness Grant**
 - b. **Approve FY2018-19 Adult Education Continuation PEP Program Enhancement Grant**
12. **Board Committee Reports**

a. Curriculum Committee	d. Leadership Committee	g. Any Other Committees
b. Finance, Budget Committee	e. Joint Facilities Committee	
c. Policy Committee	f. EHS Building Committees	
13. **Approval of Minutes:**
 - **Regular Meeting Minutes – March 27, 2018**
14. **Approval of Accounts and Payroll**
 - **For the Month of February & March 2018**
 - **Line Item Transfers, if any**
15. **Correspondence and Communications**
16. **Executive Session**
 - a. **Matter(s) related to Personnel**
17. **Adjournment**



Date: April 24, 2018
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Board Guest(s)

- a. **Career Pathways Presentation:** Tonight, Mr. Dague our STEAM Coordinator, will provide the Board with an overview of career preparedness opportunities that include college credit, dual-enrolment programs, and certification options offered to students at Enfield High School through our partnership with Asnuntuck Community College.
- b. **District Goal Presentation:** We welcome some of our Administrators to tonight's meeting. They will be discussing this year's progress on two of our goals.
- c. **CABE Legislative Discussion:** We welcome Patrice McCarthy, Deputy Director and General Counsel for CABE and past Chairman for NSBA Council of School Attorneys to tonight's meeting. She is available to discuss the 2018 Legislative Priorities with the Board and any additional questions you may have.



Date: April 24, 2018
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Superintendent's Report

- a. **Student Representatives:** Enclosed in your packet, you will find a report with events/happenings at Enfield High School. Each Student Representative may have some additional information or comments to share with the Board.
- b. **CABE Student Leadership Award Recipients:** CABE (Connecticut Association of Boards of Education) has awarded two Enfield High Students their Student Leadership Award for 2018. Elizabeth Collins and Nicholas Martin were nominated by Principal Clark for exhibiting the following leadership qualities: willingness to take on challenges; capability to make difficult decisions, concern for others; ability to work with others; willingness to commit to a project, diplomacy; ability to understand issues clearly and the ability to honor a commitment. Ms. Collins and Mr. Martin will be awarded these certificates at the June 13th Awards and Scholarship Night at Enfield High.
- c. **Kindergarten Registration:** The Enfield Public Schools will hold the 2018-19 Kindergarten Registration on Monday, April 30th at the Enfield Municipal Annex (formerly known as Enrico Fermi High School) building located at 124 North Maple Street. Enclosed in your packet is a press release with additional information.
- d. **FY2018-19 TC Budget Community Conversation, Special BOE Meeting, FY2018-19 Budget Public Hearing & Budget Workshop:** The Town Council will hold a community conversation regarding the FY2018-19 Budget on Wednesday, April 25th at 7:00 PM in the All-Purpose Room at Henry Barnard Elementary School. This event is open to the public. Community members will be able to address members of the Town Council regarding the FY2018-19 budget.

The Board of Education will hold a Special meeting before the FY2018-19 Budget Public Hearing on May 2nd at 5:30 PM.

Board of Education members are invited to attend the FY2018-19 Budget Public Hearing on May 2nd at 7:00 PM in the Enfield High School Auditorium. This public hearing is open to the public and is an opportunity for community members to address members of the Town Council and Board of Education regarding the FY2018-19.

The Enfield Town Council and Board of Education will hold a Budget Workshop

on May 3rd at 6:30 PM in the Enfield Room.

e. **April/May Events:** Listed below, you will find some of the events happening in our schools during March and April.

- 04-27-18 EHS Lamplighters Production of The Music Man will be held in the EHS Auditorium at 7:00 PM;
- 04-28-18 EHS Lamplighters Production of the Music Man will be held in the EHS Auditorium at 2:00 & 7:00 PM;
- 05-04-18 JFK Production of Disney's Aladdin Jr. will be held in the JFK Auditorium at 7:00 PM;
- 05-05-18 JFK Production of Disney's Aladdin Jr. will be held in the JFK Auditorium at 1:00 & 7:00 PM.



Date: April 24, 2018
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Policy Revisions – Approve the 1000 Series – Second Reading (*Tabled on 03-27-18*)

Board members approved the first reading for the 1000 series at the February 27th meeting. Tonight, the Board will finalize 1000 series prepared by CABB. Board members received a copy of the proposed revision changes that were discussed at the April 3rd Policy Committee Meeting. These changes, along with the entire 1000 series have been posted on the website for public input.

Mr. Regnier, the Policy Committee Chair or Mr. Longey, may have some additional comments regarding the 1000 series to share with the Board.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the entire 1000 series as a second and final reading.



Date: April 24, 2018
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approve FY2018-19 School Readiness Grant

We welcome Dawn Homer-Bouthiette, the Director of Social Services for the Town of Enfield and LeAnn Beaulieu, KITE Chairperson to tonight's meeting. Enclosed in your packet is information regarding the grant they are applying for. They will give an overview of the School Readiness Grant. This grant requires approval from the Board of Education and Town Council. The Town Council unanimously approved this grant on April 2, 2018.

Ms. Homer-Bouthiette and Mrs. Beaulieu are available to answer any questions from the Board.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the School Readiness Grant for FY2018-19 as presented.



Date: April 24, 2018
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approve FY2018-19 Adult Education Continuation PEP
Program Enhancement Grant

The Connecticut State Department of Education has invited Enfield Adult and Continuing Education to apply for a *continuation* of a grant that we were awarded last year 2017/18. The grant, Transition: Post-Secondary Education and/or Training, is funded at the same level, \$40,000.

The grant is authorized by the *Workforce Innovation and Opportunity Act (WIOA) of 2014 Title II Adult Education and Family Literacy Act (AEFLA) Public Law 113-128*. WIOA builds on the strength of prior workforce legislation by requiring solid collaboration with mandated partners and more powerful relationships between adult education and the Connecticut Workforce Development Boards. The legislation encourages alignment between core programs to implement critical elements of Connecticut's WIOA Unified State Plan.

Since 2013, Enfield has been awarded grants in direct response to AEFLA, maintained this grant and met all standards and goals.

We are continuing this grant program as expanded collaboration with Asnuntuck Community College and other community partnerships. Approximately 30-3 students will be eligible to participate. The grant is Federally funded and no additional costs will be incurred by Enfield Public Schools.

The Enfield Adult Education Department is requesting continuation of one grant *Transition: Post-Secondary Education and/or Training*.

Therefore, The Enfield Board of Education may take any action(s) deemed appropriate regarding the approval of the Program Enhancement Project (PEP) grant as presented and authorize the Superintendent to endorse as presented.



Date: April 24, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to a Personnel

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

Guiding Principles

The continuing need to support high quality public education for all Connecticut students in a time of state and local fiscal constraints requires a focus on student achievement.

CABE urges Legislators to analyze each piece of legislation by asking "How will this legislation promote student achievement?" and "What is the fiscal and administrative impact on local communities?"

By modeling civil discourse in their deliberations, public officials at all levels of government can allow for the thoughtful, beneficial productive exchange of ideas and perspectives.

2018 Legislative Priorities

Address Achievement Gap	Fund Existing Initiatives	Maximize Resources
<ul style="list-style-type: none"> ➤ Invest in programs that promote cultural competency and the hiring and retention of educators from diverse backgrounds ➤ Continue to increase access to early childhood programs ➤ Provide an accountability system that supports personalized learning to accelerate and enhance student achievement and support low performing students ➤ Expand interagency access to mental health and drug use prevention services for youth 	<ul style="list-style-type: none"> ➤ Develop and fund a comprehensive education funding formula that is fair, equitable and predictable to include appropriate support for special education, English Learners and children living in poverty ➤ Avoid the transfer of state obligations to local property taxpayers ➤ Support the Minimum Budget Requirement to meet student needs 	<ul style="list-style-type: none"> ➤ Reduce constraints on the delivery of education and remove mandates that fail to promote student achievement ➤ Place the burden of proof in special education due process hearings on the party challenging the placement ➤ Remove barriers and support incentives for voluntary interdistrict collaboration that provide efficiencies and/or program enhancements ➤ Revise the Student Data Privacy Act to eliminate unnecessarily burdensome provisions



EHS Student Representative Report – April 24, 2018

- EHS Lamplighters Play “The Music Man” will be held on April 27th at 7:00 PM and April 28th at 2:00 & 7:00 PM in the EHS Auditorium.

Monday, April 23			Game Time	Bus Time
<u>HOME</u>				
E.O. SMITH	@	ENFIELD GOLF (Grassmere CC)	3:00 P.M.	
MIDDLETOWN	@	ENFIELD GIRLS TENNIS	3:45 P.M.	
<u>Away</u>				
JFK Baseball	@	Illing Middle School	3:45 P.M.	2:40 P.M.
Enfield Softball (JV)	@	Bristol Central (South Side School)	3:45 P.M.	2:15 P.M.
Enfield Softball (Varsity)	@	Bristol Central High School	3:45 P.M.	-----
Enfield Baseball (Freshman)	@	Bristol Central High School	3:45 P.M.	2:15 P.M.
Enfield Boys Volleyball	@	East Hartford High School (JV)	4:00 P.M.	2:15 P.M.
Enfield Boys Volleyball	@	East Hartford High School (Varsity)	5:00 P.M.	-----
Enfield Boys Lacrosse (JV)	@	RHAM High School	5:15 P.M.	3:45 P.M.
Tuesday, April 24				
<u>HOME</u>				
ILLING MS	@	JFK SOFTBALL	3:45 P.M.	
MANCHESTER	@	ENFIELD GOLF (Grassmere CC)	3:00 P.M.	
BRISTOL CENTRAL	@	ENFIELD BASEBALL (JV)	3:45 P.M.	
BRISTOL CENTRAL	@	ENFIELD BASEBALL (Varsity)	3:45 P.M.	
E. HARTFORD/UNIVERSITY	@	ENFIELD OUTDOOR TRACK	3:45 P.M.	
<u>Away</u>				
Enfield Boys Tennis	@	Bristol Central High School	3:45 P.M.	2:30 P.M.
Enfield Softball (Varsity)	@	Bloomfield High School	3:45 P.M.	2:15 P.M.
Wednesday, April 25				
<u>HOME</u>				
EAST CATHOLIC	@	ENFIELD GIRLS TENNIS	3:45 P.M.	
NEWINGTON	@	ENFIELD BASEBALL (Freshman)	3:45 P.M.	
WETHERSFIELD	@	ENFIELD SOFTBALL (JV)	4:15 P.M.	
WETHERSFIELD	@	ENFIELD SOFTBALL (Varsity)	4:15 P.M.	
SUFFIELD	@	ENFIELD BOYS LACROSSE (JV)	4:30 P.M.	FERMI HIGH
<u>Away</u>				
Enfield Boys Tennis	@	East Catholic (Wickham Park)	3:45 P.M.	2:30 P.M.
Enfield Baseball (Varsity)	@	Newington (Alumni Field / Alumni Rd.)	3:45 P.M.	2:15 P.M.
Enfield Boys Volleyball (JV)	@	Wethersfield High School	4:00 P.M.	2:15 P.M.
Enfield Boys Volleyball (V)	@	Wethersfield High School	5:00 P.M.	-----
Thursday, April 26				
<u>HOME</u>				
STAFFORD MS	@	JFK BASEBALL	3:45 P.M.	
STAFFORD MS	@	JFK SOFTBALL	3:45 P.M.	
SOUTHINGTON	@	ENFIELD SOFTBALL (Freshman)	4:00 P.M.	

<u>Away</u>				
Enfield Golf	@	Tolland / Bolton (Twin Hill CC – Coventry)	3:00 P.M.	1:45 P.M.
Enfield Unified	@	Bacon Academy	3:30 P.M.	1:45 P.M.
Enfield Girls Tennis	@	Conard High School	3:45 P.M.	2:15 P.M.
Enfield Baseball (JV)	@	Tolland High School	3:45 P.M.	2:15 P.M.
Enfield Baseball (Varsity)	@	Tolland High School	3:45 P.M.	-----
Friday, April 27				
<u>HOME</u>				
EAST HARTFORD MS	@	JFK BASEBALL	3:45 P.M.	
EAST HARTFORD MS	@	JFK BASEBALL	3:45 P.M.	
SOUTHINGTON	@	ENFIELD BOYS TENNIS	3:45 P.M.	
PLAINVILLE	@	ENFIELD SOFTBALL (JV)	3:45 P.M.	
PLAINVILLE	@	ENFIELD SOFTBALL (Varsity)	3:45 P.M.	
ROCKVILLE	@	ENFIELD BOYS VOLLEYBALL (JV)	4:00 P.M.	
ROCKVILLE	@	ENFIELD BOYS VOLLEYBALL (V)	5:00 P.M.	
<u>Away</u>				
Enfield Baseball (JV)	@	Conard (Sedgwick Middle School)	3:45 P.M.	2:15 P.M.
Enfield Baseball (Varsity)	@	Conard High School	3:45 P.M.	-----
Saturday, April 28				
<u>HOME</u>				
TOLLAND	@	ENFIELD BASEBALL (Freshman)	12:00 P.M.	
DAN O'CONNELL RELAYS	@	ENFIELD OUTDOOR TRACK	10:00 A.M.	
<u>Away</u>				
Sunday, April 29		NO PRACTICES OR GAMES		



Item #7b

Connecticut Association of Boards of Education

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org

Robert Mitchell
President
Montville

April 12, 2018

Donald Harris
First Vice President
Bloomfield

Ms. Elizabeth Collins
14 Concord Terr.
Enfield, CT 06082

Elizabeth Brown
Vice President
for Government Relations
Waterbury

Dear Ms. Elizabeth Collins:

Christopher Wilson
Vice President
for Professional Development
Bristol

Congratulations for being chosen to receive CABE's Student Leadership Award!

Michael Purcaro
Secretary/Treasurer
Ellington

Leadership is a quality that is hard to define, but remains critical to our society. CABE has developed criteria that help to define leadership. Your Principal received a list of these criteria and was asked to name Enfield High School students who met them. Your Principal considers you such a School Leader!

Ann Gruenberg
Immediate Past President
Hampton

We are pleased to present you, together with other Student Leaders across Connecticut, with our twenty-second annual CABE Student Leadership Award. You should take pride in the recognition bestowed upon you. We encourage you to continue to think and act like a leader.

Bryan Hall
Executive Committee
Member at Large
East Hartford

Again, our congratulations and all the best to you in your future endeavors!

Lydia Tedone
NSBA Director
Simsbury

Cordially

Robert Rader
Executive Director

Robert Mitchell
President

Robert Rader
Executive Director

Patrice A. McCarthy
Deputy Director
and General Counsel

Rebecca Adams
Senior Staff Attorney

Nicholas D. Caruso, Jr.
Senior Staff Associate
for Field Services

Sheila McKay
Senior Staff Associate
for Government Relations

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Lisa M. Steimer
Senior Staff Associate
for Professional Development
and Communications

Teresa Costa
Coordinator of Finance
and Administration



Connecticut Association of Boards of Education

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Robert Mitchell
President
Montville

April 12, 2018

Donald Harris
First Vice President
Bloomfield

Mr. Nicholas Martin
14 Elan St.
Enfield, CT 06082

Elizabeth Brown
Vice President
for Government Relations
Waterbury

Dear Mr. Nicholas Martin:

Christopher Wilson
Vice President
for Professional Development
Bristol

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Bryan Hall
Executive Committee
Member at Large
East Hartford

Lydia Tedone
NSBA Director
Simsbury

Again, our congratulations and all the best to you in your future endeavors!

Robert Rader
Executive Director

Cordially

Patrice A. McCarthy
Deputy Director
and General Counsel

Robert Mitchell
President

Robert Rader
Executive Director

Rebecca Adams
Senior Staff Attorney

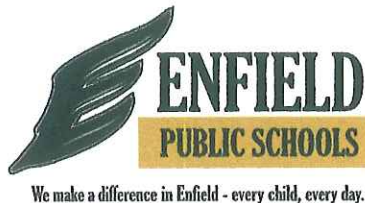
Nicholas D. Caruso, Jr.
Senior Staff Associate
for Field Services

Sheila McKay
Senior Staff Associate
for Government Relations

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Lisa M. Steimer
Senior Staff Associate
for Professional Development
and Communications

Teresa Costa
Coordinator of Finance
and Administration



OFFICE OF THE SUPERINTENDENT

1010 ENFIELD STREET • ENFIELD, CONNECTICUT 06082
TEL: 860.253.6531 • FAX: 860.253.6515

FOR IMMEDIATE RELEASE

From: Christopher J. Drezek, Superintendent of Schools

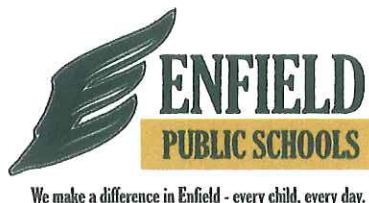
Date: April 13, 2018

2018/19 KINDERGARTEN REGISTRATION

The 2018/19 Kindergarten Registration will be held on **Monday, April 30th** at The Annex located at 124 North Maple Street (formerly known as Enrico Fermi High School). To be eligible for kindergarten in September 2018 your child must be five years old on or before January 1, 2019. Parents will receive information from the Enfield Public Schools with their scheduled appointment for the 2018/19 Kindergarten Registration.

If you have not received your scheduled appointment by April 23rd, please call the Enfield Board of Education office at (860) 253-6557.

Item # 7d.



OFFICE OF THE SUPERINTENDENT

1010 ENFIELD STREET • ENFIELD, CONNECTICUT 06082
TEL: 860.253.6531 • FAX: 860.253.6515

April 20, 2017

Mrs. Suzanne Olechnicki, Town Clerk
Enfield Town Hall
820 Enfield Street
Enfield, CT 06082

Dear Mrs. Olechnicki,

The Town Council will hold a FY2018-19 Budget Community Conversation on Wednesday, April 25, 2018 in the Henry Barnard All-Purpose Room at 7:00 PM. A quorum of the Board of Education may attend this community conversation. This is not a Board meeting and no Board action shall occur.

cc: BOE



Enfield
Lamplighters present Meredith Willson's

Book, music and lyrics by:
MEREDITH WILLSON

Story by:
**MEREDITH WILLSON and
FRANKLIN LACEY**



Friday, April 27 at 7:00

Saturday, April 28 at 2:00 and 7:00

Enfield High School

Tickets available at the door!

\$15 General Admission, \$5.00 Students/Seniors

THE MUSIC MAN is presented through special arrangement with Music Theatre International (MTI).
All authorized performance materials are also supplied by MTI. www.MTIShows.com

JFK Middle School Drama Club Presents:



Friday May 4, 2018 7:00PM

Saturday May 5, 2018 1:00PM*

*Free character meet and greet after the Saturday 1:00 show.

Saturday May 5, 2018 7:00PM

Tickets can be preordered through any drama club member.
Tickets can be purchased by JFK Students during lunch May 1 – May 4.
Tickets can be purchased at the door on a first come first served basis.

Adults \$8.00

Students and Seniors \$5.00

Children 2 and Under are Free

**SECOND
READING**

Community Relations

Concept, Goals and Roles in Community Relations

The Board of Education recognizes that the community, defined broadly by the state and specifically as the area served by the school system, determines the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Communications with the Public

The Board of Education considers public education a partnership between the schools and the community. Such a partnership is facilitated by open and regular communication. The school district will attempt to keep the public informed through the various media available to it, and to make appropriate channels of communication open to listen to the community.

Legal Reference: Connecticut General Statutes

1-200 – 1-241 Public records and meeting

10-220 Duties of boards of education

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Communications with the Public

Parent Involvement

The Board of Education believes that the education of children is a cooperative effort among the parents, school and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

We believe as research demonstrates, that increased parent involvement improves student achievement. Parent involvement initiatives in the school system will accommodate diversity, be flexible and creative, promote effective two-way communication, and offer opportunities for all parents to participate. The implementation of this policy is the responsibility of all district staff.

Parent involvement activities will be coordinated at the district level. Each school will develop an annual plan for parent involvement activities. It is expected that this will create opportunities for collaboration between and among schools. The Superintendent will report annually to the Board of Education on district and school parent involvement activities. Requirements for state and federally funded programs will be met.

Legal Reference: Connecticut General Statutes

10-221(f) Boards of Education to prescribe rule(s), policies, and procedures
as amended by PA 97-290

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

News Media Relationships

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the District's program, services and activities. Therefore, the District will make reasonable efforts to provide media access to students.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
6. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.
7. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.
8. In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.
9. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.

Legal Reference: Connecticut General Statutes
1-226 Recording, broadcasting or photographing meetings

Policy adopted: ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Board of Education Meetings – Audiotape – Recording of

General Statement

The Enfield Board of Education shall audiotape/record each Regular, Special, or Emergency Meeting of its body.

Purpose of Policy

The audiotapes will be used in the preparation of meeting minutes. Once the minutes are approved by the Board of Education, they will become a permanent record in accordance with State Statute.

Specifics for Implementation of Policy

1. The Superintendent of Schools or his/her designee will have the responsibility of audio taping each meeting of the Board of Education as defined above.
2. The audiotapes will be maintained on file in the custody of the Superintendent of Schools or his/her designee and will be available for public inspection or use for a period of 6 months after the minutes, for the recorded meeting, have been reviewed and officially approved by a vote of the Board.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

School News Releases

Information of a factual nature, concerning the regular activities of a school, may be released at the discretion of each Principal. News items of programs or activities which may be new to the community or any release which might be regarded as interpretive, should first receive approval of the Superintendent of Schools.

Any news release concerning activities or policies of the Board of Education should be released only through the Office of the Superintendent of Schools.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Access to Information

The Board of Education acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding the operations of the school system. The Board of Education, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Board meetings, and at Board Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the Enfield Board of Education has adopted the following procedures to assist in determining access to information.

The Superintendent is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the Board's policy intent.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Media Access to Students

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Building administrators shall inform the Superintendent any time news media personnel are present at the schools. Such notification shall include the stated purposes of the news media visitor. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. For activities attended by the general public, including school athletes and performing arts events, permission shall not generally be required.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic and performing arts events may be published.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to student's policy at the time of the student's registration and each fall in the student/parent handbook. At the time of registration parents will have the option of granting permission for their students to be photographed or videotaped. If the permission form is not completed by the parent/guardian, then permission to be photographed or videotaped will not be granted. Parents may change their students' permission at any time.

(cf. 5125 - Student Records; Confidentiality)

Community Relations

Media Access to Students

Legal Reference: Connecticut General Statutes
 1-213 Access to public records. Exempt records.
 10-209 Records not to be public.
 Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec
 1232g (1988).
 Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Videotaping of Staff/Students by Non-District Parties

Videotaping and filming of school district employees shall have the prior written consent of the building Principal and the participating employees.

Videotaping or other recording shall be limited to the videotaping of assemblies, plays, award ceremonies, and other events to which the public is invited. If any student is to be filmed or videotaped and will be identified as a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian.

Videotaping of Staff/Students by School District Personnel

School district personnel have the authority to videotape assemblies, plays, award ceremonies, sports activities and other events.

Videotaping of teacher instruction in the classroom, as required by the State Department of Education for certification purposes, where the focus of the videotaping is primarily on the teacher conduct, parental consent is not required. General notice to parents that such videotaping occurs on an ongoing basis as part of teacher certification for non-tenured teachers shall be provided to all parents.

Videotaping when conducted as part of security purposes or as part of investigation for suspected illegal or prohibitive activity does not require parental consent.

Any videotaping which constitutes an educational record as delineated by Family Educational Rights and Privacy Act of 1974 (FERPA) requires prior parental or student consent.

Community Relations

Communications with the Public

Responsibilities of School Personnel

~~Representatives of the school system should be instructed to place a positive and factual light on all school system matters.~~

~~These persons should also be aware that they are representatives of the school system by virtue of their employment, and, as such, influence the public image of the school system.~~

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Dear Parent,

Students must have the permission of their parents or legal guardians before they may be individually interviewed or photographed by representatives from the media. We appreciate your cooperation in this matter. While we like to be as open to the media as possible, we also respect each student's right to privacy guaranteed by the "Family Education Rights and Privacy Act of 1974." Please return the form below to your child's teacher so that it can be kept on file.

Sincerely

Principal

Parental Permission for Interview/Photograph by Media of a Student

Enrolled in the Enfield Public School System.

I do hereby grant permission for my child _____ (name) _____ to be interviewed/photographed by a journalist/photographer/cameraman from (news service) _____ on _____ (date) _____ at _____ (location) _____ School in an activity that is being coordinated by _____ Schools.

(Parent/Guardian Signature)

(Date)

**AUTHORIZATION TO PHOTOGRAPH, VIDEOTAPE OR RECORD
EMPLOYEE**

I, _____, an employee of the Enfield Public Schools, hereby authorize, release and/or otherwise consent to my being the subject of photographs, videotapes or audiotapes, or combinations thereof, that are taken, shot or recorded at school or school related activities, during the _____ school year.

The District and/or any of its employees or agents is specifically given the right and permission to cause my likeness or voice or both to be recorded and exhibited as still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

The District and/or any of its employees or agents is specifically given the right and permission to distribute, copyright and/or use, reuse and/or broadcast, rebroadcast, publish and republish still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I hereby waive the right to inspect or approve the finished still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media including any sound track associated therewith, or advertising copy or printed matter that may be used in conjunction therewith or the eventual use that may be made of such still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I specifically authorize the reproduction, sale, exhibition, broadcast and/or distribution of this material without limitation. My image may be used without compensation for replay to others.

Employee's signature: _____ Date: _____

Employee's name (printed): _____

**AUTHORIZATION TO PHOTOGRAPH, VIDEOTAPE OR RECORD
STUDENT**

I, _____, the parent/guardian of student _____ hereby authorize, release and/or otherwise consent to the student being the subject of photographs, videotapes or audiotapes, or combinations thereof, that are taken, shot or recorded at school or school related activities, during the _____ school year.

The District and/or any of its employees or agents is specifically given the right and permission to cause the student's likeness or voice or both to be recorded and exhibited as still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

The District and/or any of its employees or agents is specifically given the right and permission to distribute, copyright and/or use, reuse and/or broadcast, rebroadcast, publish and republish still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I, on behalf of the student, hereby waive the right to inspect or approve the finished still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media including any sound track associated therewith, or advertising copy or printed matter that may be used in conjunction therewith or the eventual use that may be made of such still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I, on behalf of the student, specifically authorize the reproduction, sale, exhibition, broadcast and/or distribution of this material without limitation. My student's image may be used without compensation for replay to others.

Student's Signature

Parent's/Legal Guardian's Signature

Date

Date

Community Relations

District-Sponsored Social Media

The Board of Education (Board) recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official District social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.

Users of official District social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Freedom of Information Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media platforms.

Community Relations

District-Sponsored Social Media

Privacy (continued)

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in other applicable Board policies shall also apply to official District social media platforms.

Social media and networking sites and other online platforms shall not be used by District employees to transmit confidential information about students, employees, or District operations.

All employees participating in the use of efficient District social media platforms and District endorsed social media shall follow the Connecticut Code of Professional Responsibility for Educators as stated in the Regulations of Connecticut State Agencies, Section 10-145d-400a.

(cf. 1100 – Communications with the Public)
 (cf. 1110.1 – Parent Involvement)
 (cf. 1112 – News Media Relationships)
 (cf. 4118.5/4218.5 – Staff Acceptable Computer Use)
 (cf. 4118.51/4218.51 – Social Networking)
 (cf. 5114 – Suspension/Expulsion; Due Process)
 (cf. 5125 – Student Records)
 (cf. 5131 – Conduct)
 (cf. 5131.911 – Bullying)
 (cf. 5131.913 – Cyberbullying)
 (cf. 5142.2 – Freedom of Expression)
 (cf. 5144 – Discipline)
 (cf. 6141.321 – Acceptable Computer Use)
 (cf. 6141.323 – Filtering Access to Electronic Networks)
 (cf. 6141.324 – Posting of Student Work/Photographs)
 (cf. 6141.326 – Online Social Networking)
 (cf. 6145.5 – Student Organization and Equal Access)
 (cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents.

Community Relations

District-Sponsored Social Media

Legal Reference: Connecticut General Statutes (continued)

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56(e) Access to Records of Minors.

Regulations of Connecticut State Agencies, Section 10-145d-400a, (Professional Responsibility for Educators)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

School Volunteers, Student Interns and Other Non-Employees

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Enfield Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Enfield Public Schools.

No employee of the Enfield Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school Principal.

Legal Reference: Connecticut General Statutes
 10-4g Parent and community involvement in schools; model programs;
 school-based teams.
 10-235 Indemnification of teachers, board members, employees and certain
 volunteers and students in damage suits; expenses of litigation.
 54-254 Registration of person who has committed a felony for a sexual
 purpose.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Citizens Advisory Committees

In order to maximize community input the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions.

The Board, upon the recommendation of the Superintendent, will make all appointments of citizens and staff members to advisory committees. The Board encourages representation from all appropriate Town bodies.

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education 9/9/81)

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Citizen's Advisory Committee for the Board of Education

~~Advisory committees appointed by the Board of Education are expected to meet to expedite and facilitate the decisions of the Board of Education.~~

~~Committees shall be established and dissolved by a vote of the Board of Education and the members of the committees shall be appointed by the Chairperson of the Board. The Board Chairperson shall attempt to make the membership of committees representative of different viewpoints of the Board. Citizens and staff members who are knowledgeable in areas under consideration may be asked to serve as advisory, non-voting members as needed. All such appointments of staff members shall be approved by the Chairperson of the Board upon the recommendation of the Superintendent and the Committee Chairperson. The Chairperson of the Board and the Superintendent or designee are ex-officio, non-voting members of all committees.~~

The Board of Education may create special advisory committees charged with the responsibility of investigating and researching problems, issues or topics, which are relevant to growth and development of schools. When it establishes a committee, which may include a Board member, the Board shall provide guidelines for membership and delineate its responsibilities, authority and meeting requirements pursuant to the Freedom of Information Act.

Committee are expected to keep the superintendent or designee advised of their progress and to report their results and recommendations in writing to the Board of Education through the office of the superintendent or designee. When a committee's final written report has been received, the Board of Education may review it with the committee members at a public meeting. Final action on committee recommendations rests with the Board of Education.

Legal Reference: Connecticut State Statutes
 1-200 – 1-240 Freedom of Information Act

Policy adopted:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

Community Relations

Citizen's Advisory Committee for the Board of Education

Membership

1. The Board of Education may solicit nominations from community organizations and from residents of the community. ~~and may welcome the names of volunteers. From the pool of those so nominated,~~ The Board Chair will select and appoint committee members.
2. In making nominations and in fulfilling committee positions, the following points should be considered:
 - a. Knowledge of and interest in public education
 - b. Particular skills or talents which may be useful to a particular committee
 - c. Previous experience or background for such work
 - d. Community participation
 - e. ~~Ability to encompass sentiments or ideas held by a significant portion of the community~~
3. ~~Because broad and complex questions are to be studied, the committee size should be large enough to provide for a full range of ideas and talents as well as large enough to provide for several working subcommittees. Committees should not, however, be so large as to make close, informal and productive whole committee work impossible. For these purposes, advisory committees will normally have between 15 and 25 members, sufficient for three subcommittees of 5 to 8 people.~~ The committee size should be large enough to provide for a full range of ideas and talents but small enough to make the work productive.
4. Each committee should include appropriate staff members ~~of employee groups,~~ nominated by the Superintendent or designee, to:
 - a. Serve as resource persons to the committee and assist in obtaining information about the schools.
 - b. ~~Arrange for clerical supplies and services.~~
 - c. Provide a liaison with the central administration and other committees.
5. ~~Because~~ Special advisory committees are ad hoc groups and their tenure is normally for the time necessary to complete their study, unless appointed as continuing committees. Vacancies which may occur will be filled by the Board Chair of Education, ~~whenever practicable~~ Superintendent or designee.

Community Relations

Citizen's Advisory Committee for the Board of Education (continued)

Procedures

1. In order to convey to a committee the concerns of the Board of Education, a statement will be prepared outlining the reason for the formation of the committee and listing questions on which the Board would like to have advice. ~~The questions will be suggestive rather than prescriptive, and the committee is free to deal with other questions it considers relevant to the problem. It should be understood, however, that.~~ The function of these committees is to advise the Board on matters of policy and not to deal in detail with procedures, which are the proper province of the professional staff.
2. **The committee's procedures shall be governed by Roberts Rules of Order.** ~~It is expected that each committee will have officers elected by the committee's members. It is suggested that these include:~~
 - a. ~~A Chairperson (a non professional), whose duties would include scheduling of meetings, appointing of subcommittees, and acting as presiding officer.~~
 - b. ~~A Secretary (a member of the school staff), who can assist the committee in obtaining information and preparing reports and serve as a liaison with the school staff.~~
3. **The committee will elect its officers that will include, but not limited to, chairperson, vice chairperson, and secretary.**
4. **Should the committee not come to consensus on an officer(s), the Board of Education will appoint the officer(s).**

Community Relations

Citizen's Advisory Committees for the Staff

Principal's Advisory Committee

School Principals are encouraged to utilize interested parents and citizens in an advisory manner. Any committee or groups created by school principals for advisory purposes shall be considered Principal's advisory committees. Principals shall give due consideration to the advice, suggestions and comments presented by participating parents or citizens but shall use their own best judgment in arriving at decisions.

Citizens, parents or volunteers contributing their services to the school shall receive guidance or training under the direction of Principals in the exercise of roles, tasks and responsibilities.

Community Relations

Other School-Connected Organizations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.

Community Relations

Other School-Connected Organizations

Parent Organizations and Booster Clubs (continued)

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;
4. avoid interference with any previously approved student activity and between sister schools;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties; and
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, and annual auditing as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

Community Relations

Other School-Connected Organizations

Parent Organizations and Booster Clubs (continued)

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Community Relations

Visits to the School

The Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

Classroom Observation by Non-school Personnel

The Board of Education encourages the observation of classrooms by Enfield parents and other non-school personnel to promote better understanding of the school district. The Board of Education also recognizes the right of students to have uninterrupted lessons. In the interest of preserving the privacy rights of the child and to ensure the least disruption of the learning process, the following guidelines are established:

1. Anyone wishing to observe a classroom must contact the administration of the school prior to the observation.
2. In considering requests for classroom observation, the primary responsibility of the administration shall be to avoid disruption of the learning environment and, to that end, the administration shall, in its good judgment, apply the test of reasonableness.
3. When an observer is visiting a class, he/she is an observer only and should not interfere with the lesson presentation. If there are any questions, the observer should address them to the teacher and/or school administrator outside the classroom setting.
4. Audio and video tape-recording or photographing of classroom activities by third parties may be disruptive of the educational process and may invade the privacy rights of students, and will therefore not generally be allowed. Exceptions to these guidelines may be made by the Administration, subject to reasonable restrictions, as the Administration may adopt concerning a particular request.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Loitering or Causing Disturbance

All visitors must register in the office of the school principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Motorized Vehicles on School Property

The Board of Education prohibits the travel of any motorized vehicle on school grounds, other than the roadways designated for vehicular traffic. When necessary, parking may be allowed on grassy areas immediately adjacent to those roadways.

(cf. 5131.3 – Student Driving/Parking)

(cf. 3515.2 – Parking)

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Educational Foundations

The Board of Education is committed to maintaining excellence in education and pursuing resources to enhance educational opportunities for all students.

Demands on the educational system may exceed available funding. Therefore, the Board recognizes that members of the community are often willing to make voluntary contributions that will provide needed additional funds and resources for the District. The Board, therefore, approves and encourages the creation of an independent educational foundation to actively raise funds and provide resources that will enhance educational opportunities for District students.

The Board desires to work cooperatively with the foundation in determining the purpose for which funds may be used to meet the changing needs of the District and its students.

The foundations assets will not be used for the general maintenance program of the District or for the purpose of normal supplies, textbooks or equipment used for the general operation of the District. Rather, the foundation's assets may be used to help fund specific educational projects and programs in the District developed with the cooperation of the District and other civic, charitable or private organizations and individuals.

The Board supports foundation allocations that serve the students of the District and all District schools equitably.

(cf. 3280 - Gifts, Grants and Bequests)

(cf. 3281.1 - Business/Industry/Corporate Involvement in Education)

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Title IX of the Educational Amendments of 1972

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Community Engagement

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the District's mission, goals, operations and educational programs.

Community engagement is defined as an ongoing collaborative process in which the District works with the public to build understanding, guidance, and active support for the education of students in the community.

Therefore, the Board of Education endorses the concept that community engagement is essential for the District and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for District students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to schools. The quality of the District's operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After the community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board shall annually assess the effectiveness of the community engagement program.

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, business and community organizations to participate in dialogues and decision-making related to district-wide and school-based issues.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about District and school programs and the available opportunities to become actively involved.

Community Relations

Community Engagement (continued)

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact of the District's goals, operation, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or the responsibility of the Board, which may accept or reject such recommendations.

The District shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.

Community Relations

Relations Between Public and School Personnel

The Board of Education recognizes that school personnel may have dual roles in that they may be as local citizens as well as employees of the Town. Staff may have to exercise discretion when questions arise concerning goals or operations of the schools. The Board directs the Superintendent to develop and implement procedures for the handling of differences of opinion among the Board, the public, and school personnel.

(cf. 1120 - Board of Education Meetings)

(cf. 1312 - Public Complaints)

(cf. 4118.21 - Academic Freedom)

(cf. 5145.6 - Student Grievance Procedure)

Community Relations

Staff Participation in Community Activities

The Board of Education encourages staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Community Relations

Political Activities of School Employees

Rights and Obligations

The Board of Education believes that employees are entitled to a work environment that is in compliance with applicable laws regarding political activity, whether that activity involves any particular employee, or co-workers. Therefore, all employees are expected to comply with state laws related to political activities by Classified Municipal Employees, as described in section 7-421 of the Connecticut General Statutes, or as the same may from time to time be amended.

On that basis, the Board hereby directs the Superintendent of Schools to develop, implement and maintain appropriate administrative regulations to ensure that district employees adhere to applicable laws and regulations without impinging on individual rights of franchise. The Superintendent must administer the policy so that obvious indiscretions are studiously avoided and properly resolved. To this end, the Board of Education expects that the Superintendent will specify an appropriate range of potential sanctions for any violations of this policy, including willful violations, in the administrative regulations. The Superintendent shall also take appropriate steps to notify all district employees of said administrative regulations and the potential penalties provided therein for violations.

The Board encourages all employees to assume full responsibilities as members of a democracy. Nothing in this policy prohibits, nor should this policy be interpreted as prohibiting, school employees from exercising their lawful rights and responsibilities as shared with other citizens of the State of Connecticut or the United States of America.

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. Realize their obligation to their work as educators.
2. Help others understand that employee opinions and actions are expressed as individuals and not as representatives of the educational institution.
3. Engage in no political activities on school premises during school hours.

The following guidelines will be followed regarding employee participation in political and union activity:

- All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools and students in personal political campaigns.
- Campaign literature, including but not limited to electronic mail, supporting one or more candidates shall not be distributed within schools or on school buses, by students, teachers or others; nor shall campaign posters be displayed at or within the schools. Campaign literature shall be used solely for educational purposes.

Community Relations

Political Activities of School Employees

Individual Responsibility in Participating in Political Functions (continued)

- Employees shall not poll their students to determine how their parents are voting on any issue, and shall not attempt to indoctrinate students with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment. Any discussions during break time shall be confined to an area out of the hearing distance of students.
- Employees may not use school property for personal political use.
- Employees' attendance at, or participation at, political or union activities during work time shall not take place without prior written approval of the Superintendent or designee.

The following situations are exempt from the prohibitions of this policy:

- The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, civics, current events, and political science.
- The conduct of student elections and campaigning connected therewith.
- The conduct of professional staff member representative elections.

Nothing in this policy shall be interpreted to impose a burden on the constitutionally protected speech of a staff member or student.

Problems concerning the political activity of an employee shall be reported to the Superintendent or designee who shall follow-up and take appropriate action.

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees.
 7-421b Limitation on restriction of political rights of municipal employees.
 9-369b Explanatory text relating to local questions.
 10-156e Employees of boards of education permitted to serve as elected officials; exception.
 10-239 Use of school facilities for other purposes
 31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.
 Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
 Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Political Activities in the Schools

The Board of Education strongly supports the concepts of representative government and elected office. The Board encourages District employees to exercise their right to vote, and the Board expresses its admiration for those who seek and obtain public office. Further, the Board recognizes that the public schools are tax-supported and should be accessible to the community. The Board, however, does believe that the educational process should be clearly separate from the political activities associated with campaigns for public office.

Therefore, political activities in the schools during school hours shall be restricted to those of an educational nature that are beneficial to students as part of their program of study. The Board shall promulgate regulations in conjunction with this policy governing the following:

- Access to school system information
- Display and distribution of political literature
- Employee political activities
- Participation by student groups
- Use of school facilities
- Use of district resources
- Conduct of candidates

(cf. 1140 – Distribution of Materials by Students)
 (cf. 1311.1 – Political Activities of School Employees)
 (cf. 1330/3515 – Community Use of School Facilities)
 (cf. 3543.13 – Mail and Delivery)
 (cf. 4118.21 – Academic Freedom)
 (cf. 6144 – Controversial Issues)
 (cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees.
 7-421b Limitation on restriction of political rights of municipal employees.
 9-369b Explanatory text relating to local questions.
 10-156e Employees of boards of education permitted to serve as elected
 officials; exception
 10-239 Use of school facilities for other purposes
 31-51q Liability of employer for discipline or discharge of employee on
 account of employee's exercise of certain constitutional rights.
 Keyishian v. Board of Regents 395 U.S. 589, 603 (1967).
 Academic Freedom Policy (adopted by Connecticut State Board of
 Education, 9/9/81)
 Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

Community Relations

Complaints Concerning School Personnel

The Board of Education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.

The Board of Education does, however, recognize that constructive criticism can play a significant role in improving the quality of education in Enfield, and thus parents and students should feel free to bring problems and complaints to the attention of the staff through the proper channels of communications, i.e.; teacher, Principal, Superintendent (or appropriate member of central administration). The Board also recognizes that positive statements concerning the schools are valuable as a means of feedback to the Board regarding the success of the school program and thus such positive statements from citizens and parents are encouraged.

Complaints coming directly to the Board of Education as a whole, or to an individual Board member, should be referred to the Superintendent of Schools for referral to the proper staff member for appropriate action. The procedure for appeal of administrative action on complaints shall, again, be through the proper channels of communication.

The Board of Education serves as a final review of appeal of administrative actions regarding complaints and criticisms. All complaints so appealed to the Board of Education shall be in writing signed by the aggrieved person(s), and shall be directed to the Board of Education through the Superintendent of Schools at least 15 days prior to the calling of a special meeting. The Superintendent shall arrange for a special meeting between the Board of Education and those concerned with the complaint, for an impartial review of the complaint or criticism, and he shall send copies of the complaint to Board members in advance of such meeting.

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)
 President's Council, District 25 v. Community School Board No. 25 457 F.2d
 289 (1972), cert. denied 409 U.S. 998 (1976)
 Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976).
 Board of Education, Island Trees Union Free School District No. 26 v. Pico,
 457 U.S. 853 (1982).
 Academic Freedom Policy (adopted by Connecticut State Board of
 Education, 9/9/81).
 Connecticut General Statutes
 10-238 Petition for hearing by board of education.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

Community Relations

Gifts to School Personnel

Students and their parents shall not feel obligated from the routine presentation of gifts to district employees on special occasions. Where a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or expensive. It is generally considered more appropriate, and welcome, that expressions of gratitude and appreciation be in the form of a letter or a card to the staff member.

The Board of Education considers as appropriate the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time, and who have earned the high regard of their colleagues and the community.

The acceptance of personal gifts or services from vendors of school supplies and equipment, or others doing business directly with the schools, casts a shadow of doubt over the decision making process involved in contract awards for such school materials. Thus, such acceptance of personal gifts or services by school personnel is expressly forbidden by the Enfield Board of Education.

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Solicitation of Funds

The objective of this policy is to provide the acceptance criteria and application method for soliciting gifts, grants, and bequests conducted by school-sanctioned parent organizations, district employees, and students of the ~~South Windsor~~ **Enfield** Public Schools.

The Board of Education recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the improvement of the school program. The Board also recognizes that businesses, cultural, and community organizations hold an interest in the quality of public education and, from time to time, offer to support that interest with a variety of contributions to the school district. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation by special interests including, but not limited to, economic, environmental, and political exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by a school system. Therefore, the Board of Education establishes the following acceptance criteria.

Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.
2. Fundraising shall be in good taste and appropriate for the school district.
3. Fundraising shall be limited to Board-approved activities; activities sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government.
4. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.
5. Funds raised from the activity will be applied to a specific school activity fund.
6. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
7. Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.
8. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.
9. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group, not the school or staff.

Community Relations

Solicitation of Funds (continued)

Solicitation of Funds from and by Students

The following additional criteria shall be applied to solicitation by students:

1. Elementary school students will not participate in door-to-door sales or canvassing.
2. Elementary or middle school fundraising will not result in profit or advertisement for any commercial enterprise except when profits are realized in conjunction with the following events:
 - A. Annual all-school fundraising events of one week or less (e.g., fairs, bazaars).
 - B. Fundraising activities designed to acquire funds for approved field trips.
 - C. Class pictures.
3. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.
4. Commercial enterprise for private profit will be allowed at the high school only for the purchase of goods and services deemed necessary by the Superintendent for normal student activities.
5. Activities related to fundraising shall not occur during normal school hours.

Application Procedure

1. All requests to conduct fundraising shall be submitted in writing at least 15 days prior to the proposed activity through the Superintendent.
2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits.
3. At his or her option, the Superintendent may refer specific cases to the Board for decision.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Distribution of Notices, Flyers, Circulars, Posters or Pamphlets by School Children

The Board of Education recognizes that there are certain types of information that are best communicated through distribution by school children, or by posting in the school; it is also acknowledged that much of this information does not contribute to the education of the children. It is further realized that the distribution of pamphlets to schoolchildren is not necessarily a dependable way to get information to parents. In order to control the distribution of circulars, flyers, pamphlets and notices to school children and to clarify the Board's policy to involved organizations, the following policy is effected.

1. The following types of circulars, flyers, pamphlets, posters, or notices may be considered acceptable:
 - a. Those directly connected to school activities or administration.
 - b. Those related to other education or cultural opportunities for children. (plays, concerts)
 - c. Those related to town or locally sponsored recreation activities for children.
 - d. Those related to health and welfare of children, e.g., dental examinations, immunization programs.
 - e. Announcements of meetings of the School Parent Associations or other organizations approved by the Superintendent of Schools. Whenever possible, it is suggested that these groups find more effective means for such announcements.
2. The following types of circulars, flyers, pamphlets, posters, or notices will not be permitted:
 - a. Those, which could in any way, be harmful to the health, education or morals of students.
 - b. Those relating to commercial ventures or enterprises.
 - c. Those relating to politics; local, state, or national, even if the outcome of elections may affect education and schools.
 - d. Those advocating approval or disapproval of any referendum question. Dissemination of such materials by school children is a violation of state law.
 - e. Those relating to sectarian religious matters.
3. The person or group proposing distribution of information by school children shall submit the information to the building Principal for prior approval. Where there is any question as to compliance with this policy, the Principal shall submit the information to the Superintendent of Schools, who shall interpret the above guidelines to determine if materials are acceptable or unacceptable.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Conduct on School Property

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation. If the abuser continues to harass or threaten, then the police may be summoned.

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting.

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility)

I. Training and Resources

- A. The Superintendent/designee will communicate expectations for civil behavior outlined in the policy to all school administrators and central office personnel.
- B. The Principal/supervisor or designee will communicate expectations of civil behavior annually to their staff, students, parents, and community groups as appropriate.
- C. The Principal/supervisor or designee will provide appropriate resources, guidance, and professional development with the goal of promoting civil behavior and addressing related concerns within the school system.

II. Process for Addressing Concerns and Issues

A. Resolution through Cooperative Agreement

Individuals who feel they have been subjected to uncivil conduct are encouraged to resolve the concern/issue with the person or persons directly involved when appropriate. Through a process of cooperative agreement, the affected individuals may be able to reach a mutually effective resolution.

B. General Steps when Resolution is not Reached through Cooperative Agreement

- 1. Either party may cite this policy and notify the other person that they are ending the conversation or the interaction and removing themselves from the situation (for instance, ending a phone call, walking out of the room, or requesting the other individual leave the room).
- 2. There are many existing policies and procedures that cover specific circumstances or general behaviors. In these cases, the appropriate policy or procedure should be followed.
- 3. If the issue/situation is not addressed in another policy or procedure, either party may notify the appropriate Principal/supervisor or designee. The Principal/supervisor or designee will assist the individuals in reaching a resolution.

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility) (continued)

III. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this civility policy. When the Principal or his/her designee sees or is advised by others of an individual engaged in the prohibited conduct, which in his or her judgment and discretion does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct, in the judgment and discretion of the Principal or designee poses an immediate threat of injury to persons or property, or to public order, the Principal or designee shall have the individual removed immediately from the school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District may initiate disciplinary action against any student or staff member, as appropriate, in compliance with applicable Board of Education policies and bargaining unit agreements. In addition, the District reserves the right to pursue a civil or criminal legal action against any person violating this policy and its corresponding administrative regulation.

Community Relations

Public Performances by Students

Music Activities – The following policy, regarding the participation of the various Enfield school performing groups in school and community activities has been prepared in an effort to coordinate such activities, and to insure that such participation is in keeping with the well-being of the students and the school.

I. Approved List of Activities

- A. School-sponsored events and activities
- B. State-sponsored music events
- C. Other District approved events

II. Other Requests for Participation of Enfield School Music Groups

A. Criteria

The following criteria, adapted from those prepared by the Committee on National Contests and Activities of the National Association of Secondary School Principals, shall be applied to any request for participation of an Enfield school music group in a community-sponsored activity.

1. The activity should, as its primary aim, benefit high school youth in educational, civic, social and ethical development.
2. The activity should make it possible for individual students to work out contributions, solutions and creations by their own efforts.
3. The activity should be educationally sound, worthy and stimulating to the student.
4. The activity should be well planned.
5. The activity must emphasize either the development of intellectual competency, good citizenship or high moral standards.
6. The activity must be of such a nature as not to be considered commercial, controversial and sectarian, or concerned with propaganda or advertising.
7. The activity must not place undue burdens on students, teachers or the school.
8. The activity should not duplicate one already sponsored by another organization.
9. The activity should be of benefit to the community as a whole, rather than an individual organization or group.

Community Relations

Public Performances by Students

II. Other Requests for Participation of Enfield School Music Groups (continued)

B. Procedures

1. All requests, for participation of an Enfield school-performing group in a non-school activity, are to be channeled through the Office of the Superintendent of Schools.
2. A request form, available through the Superintendent's Office, is to be completed by the sponsoring organization.
3. The request will be evaluated on the basis of the criteria cited by the National Association of Secondary School Principals, and the availability of the performing group.

C. Specific Regulations

1. Requests for participation of an Enfield school-performing group during the summer vacation months may be considered.
2. All requests must be submitted at least three weeks in advance of the date of the activity or event.
3. The sponsoring organization will be responsible for providing any necessary transportation for the school-performing group.

Reference: National Association of Secondary School Principals

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Public Videotaping of Educational Activity

The Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording: Registering visual images on film, tape, digitally or by other mechanical or electronic means, including communication devices; i.e., smart phones and tablets.

Audio Recording: Registering sounds on tape, digitally or by other mechanical or electronic means, including communication devices; i.e., smart phones and tablets.

Outside Entity: Any individual, group, organization or corporation other than the administration, officers, staff or students of the District or individuals authorized to act on behalf of the District.

Recording by Outside Entities

The Board prohibits the use of video or audio recording equipment on District property or at District activities by outside entities without permission from the Superintendent or his/her designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Board or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in school buildings and on District transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by and on behalf of District personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Community Relations

Public Videotaping of Educational Activity (continued)

Recording by Students

The District prohibits the use of video or audio recording equipment on District property or at District activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the Building Principal.

Recording of Meetings

~~The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.~~

The Board of Education recognizes a parents/guardians right to record a PPT meeting, or transition conference, held pursuant to the Individuals with Disabilities Education Act (IDEA) or 504 committee meetings held pursuant to section 504 of the Rehabilitation Act of 1973.

The Board prohibits the use of audio, video, or other recording devices at other meetings held between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

- (cf. 1112 – News/Media Relationships)
- (cf. 1112.6 – Video Taping of Staff/Students)
- (cf. 5125 – Student Records; Confidentiality)
- (cf. 5131.11 – Video Cameras on School Buses)
- (cf. 5131.111 – Video Surveillance)
- (cf. 9320 – Board Meetings)
- (cf. 9322 – Public and Executive Sessions)
- (cf. 9326 – Taping of Meetings)

Legal Reference: The Individuals with Disabilities Education Act, 20 U.S.C. §§1400-1487,
34 C.F.R. Part 300

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g 34
C.F.R. Part 99

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Contests for Students

The Enfield Public Schools shall participate only in contests that have educational value to the participating student(s). The Enfield Board of Education prohibits participation in contests that conflict with curriculum or interfere with academic scheduling. The Enfield Public Schools reserve the right to refuse participation in any contest, including those contests contained in category I below, when such participation is deemed not to be in the best interests of the Enfield Public Schools.

I. Approved Lists of Contests

- A. **National:** Only those contests approved by the National Association of Secondary School Principals that appear in its publication, *Contests and Activities*.
- B. **State and Local:** Only those contests approved by the Connecticut Association of Schools that appear in its publication, *Student Activities: Board of Control Approvals*.

II. Other Contests

- A. The criteria for contest approval as published in the National Association of Secondary School Principals listings of approved contests and activities will apply.
- B. The Superintendent's Administrative Council will act on all such requests for contest participation by Enfield Public School students.

III. Procedures

- A. All requests for contest participation will be channeled through the Principal of each school involved.
- B. Requests for participation in local contests not specifically approved by the National Association of Secondary School Principals or The Connecticut Association of Schools will be forwarded to the Superintendent of Schools.

Community Relations

Soliciting Funds from Students

Because of the time taken from the regular teaching program and the work placed upon the classroom teacher collecting and counting money, it may not be possible to have any money collections for any charitable or fund raising drives of outside agencies in the Enfield Public Schools.

PTA and PTO organizations may conduct fund raising activities in the schools provided that the activities in no way interfere with the educational program of the schools and are approved by the school Principal.

Community Relations

Advertising, Promotion and Commercial Activities

The Board of Education believes that properly regulated opportunities for advertising and promotion can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values of the school system and the community.

The Superintendent or his/her designee must approve advertising in District facilities or on District property. Any approval must state precisely where the advertising is to be located and for the period of time. Advertising shall not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for profit-making companies or organizations to utilize school property or facilities to promote their products or services in exchange for money, service, material or other compensation.

Restrictions on Advertising

The following restrictions will apply to all advertising:

Advertising shall not:

1. Violate or contradict the standards, values or educational goals of the District or community;
2. Promote hostility, disorder or violence;
3. Attack or defame ethnic, racial or religious groups;
4. Discriminate, demean or harass any person or group based on gender or sexual orientation;
5. Inhibit the functioning of the District;
6. Override the school or District identity;
7. Involve any political promotion or endorsement;
8. Be obscene or violate prevailing community standards;
9. Promote any religious organization; or
10. Use any District or school logo without prior approval.

Funds Management and Allocation

The Board of Education retains the rights to allocate advertising revenue to support District programs unless required to deposit revenue in the General Fund. The Board or its designee shall have the right to enter into partnerships with school related clubs and organizations for the purposes of selling advertising. In these cases, the Board retains the right to allocate a portion of the funds raised to the club or organizational partner. The proposal and approval process in these cases must follow the process described in this policy and any corresponding regulations.

Community Relations

Advertising, Promotion and Commercial Activities

Funds Management and Allocation (continued)

Advertising revenues must be accounted for and reported to the Board of Education. All District programs must report advertising revenue and its utilization to the Superintendent. The Superintendent shall submit an annual report to the Board of Education regarding the intake and expenditures of all District and school advertising revenue.

Approval

All proposals for advertising shall be submitted in writing to the Superintendent of Schools. Advertising proposals must be approved by the Superintendent or his/her designee in writing prior to being displayed on school property or facilities. The Superintendent retains the option of referring any proposal for advertising to the Board for its approval. Any arrangement that requires the District to enter into a formal contract must be approved by the Board.

Advertising in school-based publications or activity "programs," including but not limited to, newspapers, yearbooks, play programs, concert programs, must be approved, in writing, in advance by the school Principal or his/her designee. This advertising is also required to meet the standards described in this policy. The Principal may refer advertising to the Superintendent for approval.

Disclaimer

The approval and sale of advertising by the District does not constitute endorsement of any product, company or organization.

(cf. 1260 - Educational Foundations)
(cf. 1314 - Soliciting Funds from and by School Personnel)
(cf. 1324 - Soliciting Funds from and by Students)
(cf. 1660 - School-Business Partnerships)
(cf. 3280 - Gifts, Grants and Bequests)
(cf. 3281.1 - Business/Industry/Corporate Involvement in Education)
(cf. 7551 - Naming of Facilities)

Legal Reference: Connecticut General Statutes
 7-194 Powers.
 10-9 Bequests for educational purposes.
 10-21a Accredited courses offered by employers.
 10-21b Programs offered jointly by boards of education and business
 firms; neighborhood assistance.
 Title IX of the Educational Amendments of 1972.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Solicitations by Staff Members

The Board of Education, recognizing its responsibility in the matter of solicitations, shall strive to safeguard from exploitation the students, parents, staff members, school system and community.

Therefore, no staff member shall use professional relationships with students for private advantage; nor shall any staff member use his/her position to influence parents or students of the school system to purchase instructional supplies, equipment or books, or sell to any student or parent any instructional supplies, equipment or books except those expressly approved for classroom or school-related use by the office of the Superintendent.

No staff member shall furnish lists of students or parents' names, addresses and telephone numbers, or any other information, to anyone for solicitations unless prior approval is granted by the Office of the Superintendent.

Community Relations

Use of School and Town Facilities

A. Policy Statement

Subject to Section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may permit the use of any facility for non-profit, educational or community purposes.

B. Definitions

1. **Administrator** for the school means a Principal or his or her designee; for the Town this means the Director of the Facility, or his or her designee.
2. **Associated Costs** means, but is not limited to, fees for the services of any custodial personnel, field monitoring or setup personnel, utilities, supplies, security personnel or other personnel deemed by the responsible Administrator to be necessary in connection with the use of facilities. Such costs shall be at the rates set forth in the fee schedule.
3. **Business Day** means normal hours of operation of the facility.
4. **Community Purpose** means that which may serve or benefit the Town's residents in some manner.
5. **Facility** means, but is not limited to, any building, meeting room, conference room, athletic field, cafeteria, gymnasium, pool, park, playground, recreational area, owned or maintained by the Town of Enfield or the Enfield Board of Education.
6. **Non-profit** means an organization recognized as such by the State of Connecticut or U.S. Internal Revenue Code.
7. **Resident** means an individual whose domicile is the Town of Enfield and shall include other legal entities located within the Town.
8. **School Year** means that period of time beginning on the first day that school is in session and ending on the last day that school is in session and includes school year vacations.

Community Relations

Use of School and Town Facilities (continued)

C. Establishment of Rules and Procedures

The use of any Facility for nonprofit, educational or community purposes shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Town Manager or Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy and the Town Code, the Code provisions will prevail. This policy shall not apply to the use of school buildings and/or portions therein, during the business day of the school.

Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate administrative regulations and associated forms for the use of buildings and facilities. Since the primary purpose of public school facilities is for public educational activities, including athletic events, such activities will have priority over all other requested uses of school facilities.

D. Application Procedures

An application for use of a school facility shall be submitted to the school Administrator during the school year. In the absence of the school Administrator, and during summer vacation, the application shall be submitted to the Facilities Director.

An application for use of a Town facility shall be submitted to the Town Administrator for the Town facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.

The application shall specify the facility requested. All school or Town equipment shall not be used without the express written permission of the Administrator.

The school Administrator shall forward to the Facilities Director each application for the use of school buildings and/or portions therein, with a recommendation, as to approval or denial, and the amount of fees to be collected. Approval of the use of the school facility may be revoked at any time by the Superintendent of Schools or his or her designee.

The school Administrator shall forward to the Facilities Director each application for the use of school grounds, including athletic fields, with a recommendation, as to approval or denial, and the amount of fees to be collected. The Facilities Director shall review the application and forward approved requests to the Director of Public Works for final approval and scheduling. Approval of the use of the school grounds may be revoked at any time by the Town Manager or his or her designee.

Community Relations

Use of School and Town Facilities

D. Application Procedures (continued)

Any organization whose application for use has been rejected, may apply to an ad hoc appeals committee, comprised of the Superintendent and the Board of Education Leadership Committee.

The Town Administrator shall forward to the Director of Public Works each application with a recommendation as to approval or denial. The Director of Public Works shall make a final determination whether to approve the application. For those applications approved, the Director of Public Works shall determine scheduling and the amount of fees to be collected. Approval of the use of a Town facility may be revoked at any time by the Town Manager or his or her designee.

E. Eligible Organizations and Priority of Use

Administrators responsible for reviewing and recommending requests for use of facilities will use the following guidelines regarding priority use.

Order of Priority

1. School Facilities

- a. School events, including educational and athletic
- b. School-sponsored events
- c. Items listed under sections 2. a., d., e. and f. below

2. Town Facilities

- a. Town Council, boards, commissions, agencies or departmental activities
- b. School events, including educational, athletic, and PTO-sponsored
- c. School-sponsored events
- d. Activities of non-profit organizations operating within the Town, other than school related organizations covered by category #2 b. and c. above.
- e. For-profit groups or organizations operating within Town.
- f. All other groups.

In the event of the cancellation of any Town or school sponsored event or activity as set forth above, due to weather or any other unforeseen circumstance, the event or activity may be rescheduled to a convenient date that may require the "bumping" of an outside organization's reservation. The outside organization shall be provided with an alternate date.

Community Relations

Use of School and Town Facilities (continued)

F. Restrictions on Use of Facilities

In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below shall apply to the use of facilities. Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use Town or school facilities by the organization and/or individuals involved.

1. Facilities will be rented to organizations only when a majority of its members are Town of Enfield residents. The organization shall be responsible for any damage to equipment or buildings that occur during its use of the facility.
2. Users of facilities must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the facility. Supervisors must have cell phones with them during the event.
3. No illegal activities are permitted.
4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is not permitted in or on school facilities.
5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be consumed on Town property or brought into a Town building, without proper permits in place.
6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.
7. Advertising, decorations or materials must be approved by the Administrator.
8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.
10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
11. Any area deemed "off limits" shall not be used.
12. Responsible Administrators must make arrangements to hire uniformed police at all school dances and for any event or combination of events for which traffic and parking problems may be expected. Such determination is the prerogative of the responsible Administrator upon review of the rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works Director for Town sites and the Facility Director for school sites.

Community Relations

Use of School and Town Facilities (continued)

G. Fees and Other Costs

Users of facilities shall be responsible for the fees and costs set out in a fee schedule as established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or associated costs otherwise applicable may be waived by the Town Manager or Superintendent of Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the best interest of the Town or the school, respectively. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	None
2. Activities that further the educational objectives of the public schools. (e.g. PTO, Booster Clubs, Safe Graduation Committees and similar organizations).	Associated costs
3. Town department or agency activities.	None
4a. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by section E.1. and 2. above.	Associated costs
4b. Activities of non-profit organizations covered under section E. engaged in fund raising activities.	Rental fee and associated costs
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs

H. Insurance and Liability

The facility user assumes all responsibility and liability for any injury to persons, and for damage to and loss of school or Town property in connection with the use of the facility. The user holds the Town and school employees and the Town Council and Board of Education harmless for any such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

Community Relations

Use of School and Town Facilities

H. Insurance and Liability (continued)

Users must provide a certificate of insurance with their application. The minimum limits of liability are as follows:

**General Liability - \$1,000,000 Each Occurrence
 \$2,000,000 Aggregate**

Automobile Liability - \$1,000,000 Combined Single Limit

Users having either volunteer workers or paid employees must provide Workers Compensation coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

Individual users are required to provide a copy of their homeowner's or apartment dweller's insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 PA 97-290 An Act Enhancing Educational Choices and Opportunities
 Equal Access Act, 20 U.S.C. ss 4071-4074
 Good News Club v. Milford Central School, Sup. Ct., 6-11-01
 Sec. 54-1 et seq., Enfield Town Code

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

ENFIELD PUBLIC SCHOOLS
Permit for Use of School Facility

The _____
(Name of Organization) (Person Responsible)

Address: _____

Telephone: _____ Email Address: _____

Upon payment of charges listed below will be permitted to use:

School _____ Room _____

on _____ Hours: from _____ to _____
(Day/Month/Year)

Special Requirements: _____

Equipment Required: _____

Rental: _____ No. of Police Required: _____

Custodian Fee: _____

Cafeteria Fee: _____

Other Fees: _____

Total Fees: _____

Amount Received: _____

Is insurance certificate required: ☐ Yes ☐ No _____
(Principal's Signature)

It is agreed that the renting organization will comply with all requirements stated in Enfield Board of Education Policy No. 1330, "Use of School Buildings" including the following:

1. The organization renting facilities is responsible for any damage to equipment or buildings.
2. Under no condition will any organization or group alter or change the electrical circuits or panel boxes in the schools rented.
3. Decorations will not be pinned on stage drapes and curtains, nor will paintings of scenery or background be permitted on the stage, nor will moving of pianos or other furniture by applicant, be permitted unless special permission is granted.
4. Under no condition will alcoholic beverages of any kind be allowed on school property.
5. Smoking is not permitted.
6. Only those lavatories designated by the custodian shall be used by groups using school facilities.
7. Any individual or group granted use of school facilities must file an insurance certificate in the amount required by Board of Education Policy 1330.
8. User is responsible for checking with local fire marshal to ensure the activity complies with fire regulations.

(Please sign and return one
copy with check for fees)

Signature of Person Responsible

Organization

Report Completed By: _____ (Position/Title)

Comments (Be Specific)

- ☐ Floors
- ☐ Walls
- ☐ Padded Walls
- ☐ Bleachers
- ☐ Basketball
(Backboard/Rim/Net)
- ☐ Other Equipment (List)
- ☐ Lights
- ☐ Ceiling
- ☐ Floor Mats
- ☐ Doors and/or Knobs
- ☐ Windows
- ☐ P.E. Office
- ☐ Storage Room
- ☐ Auditorium
- ☐ Seats/Chairs
- ☐ AV Equipment
- ☐ Lockers
- ☐ Bathrooms
- ☐ Classrooms
- ☐ Pool
- ☐ Other (List Below)
- ☐
- ☐
- ☐
- ☐
- ☐

Community Relations

Use of School Equipment

School equipment is purchased with tax monies for the educational benefit of Enfield students. This equipment may be used in parent-teacher group programs, for approved programs presented to community groups and for town governmental functions. In all such instances, the equipment shall be under the supervision of a qualified member of the school staff.

The following conditions shall be satisfied prior to granting of permission:

1. All requests shall be in writing on the forms provided.
2. The equipment will be used only for the purpose or function for which it was manufactured.
3. The equipment will be used only by a competent and responsible person who is skilled in the operation of the equipment.
4. The projected use of the equipment will not interfere with the operation of the schools.
5. The use will not contribute to the personal gain of the borrower.
6. Any consumable items will be replaced at the borrower's expense.

In addition, the value of the equipment, the possibility of wear and tear or damage, the degree of danger of use, and the administrative burden of the district and any other factors deemed appropriate shall be taken into account when requests are considered.

The decision of the Administrator or his/her designee shall be final on all such requests.

Community Relations

School Grounds and Parking Lots

The provisions of Policy #1330 shall apply to the school grounds and parking lots, and application for use of such grounds and parking areas shall be according to the same procedures outlined in Policy #1330.

Any use of school grounds and parking lots not in keeping with the provisions of Policy #1330 is unauthorized.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup.Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Community Use of Swimming Pools

Non-school organizations may request use of swimming pools for recreational or instructional swim periods. In the event of a conflict for the use of the facility, the following priorities will apply:

1. The Enfield Public Schools
2. The Enfield Parks and Playgrounds Recreational Department
3. Community Groups

Such requests will be honored providing they have the approval of the school's Principal and can generally be scheduled during the hours of 6:00 PM - 10:00 PM on school days and 9:00 AM to 5:00 PM on Saturdays and Sundays.

It is required that organizations comply with the following guidelines:

Instructional & Recreational Programs

For 1 to 25 students – 1 Certified Instructor*

For 26 to 50 students – 2 Certified Instructors*

For 51 to 75 students – 3 Certified Instructors*

***“Certified Instructor”** is one who has a current Red Cross, Boy Scouts, Girl Scouts, YMCA or YWCA Instructor's Certificate. Proof of certification must be submitted to the Principal.

- A. If the group includes all girls or women, at least one certified instructor must be a woman.
- B. If the group includes mixed boys and girls, it is necessary that there be one certified man instructor and one certified woman instructor or one woman instructor and male lifeguard or one man instructor and one female lifeguard who must also be certified.

Community Relations

Smoke Free Environment

Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Definitions

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

Community Relations

Smoke Free Environment (continued)

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

(cf. 1120 - Board of Education Meetings)

(cf. 1330 - Use of School Facilities)

(cf. 4118.231/4218.231 - Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 - Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a-242 Schedules of controlled substances.

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products.

PL 107-110, Section 4303, "Non-smoking Policy for Children's Services."

20 U.S.C. 7181-7184 The Pro Children Act of 2001.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Access to School Procedures and Materials

Ideas, operating procedures, records and publications developed in or for the school district may be made available to outside non-profit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school district and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Disclosure of records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

(cf. 5125 - Student Records)

(cf. 4112.6/4212.6 - Certified/Non-Certified - Personnel Records)

A reasonable charge may be made for copying available records.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.

1-16 Photographic reproduction of documents.

1-210 Access to public records. Exempt Records.

1-211 Access to computer-stored records.

1-214 Public employment contracts as public record.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-206 Denial of access to public records or meetings. Notice. Appeals.

1-240 Penalties.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Relations with the Enfield Police Department

The Enfield Board of Education and the Enfield Police Department are engaged in a cooperative relationship that extends across a wide range of mutual interests to serve students, district employees, and the public. The police wish to provide an effective and appropriate police response to protect the safety of all persons engaged in the everyday business of the school district and safeguard the school buildings and property.

Whenever possible in cases involving students, administrators or their designees are expected to be present to witness all police activity. Designees will be judiciously assigned by administrators to accommodate the best interests and comfort of the students.

Finally, the relationship extends the Board of Education's cooperation with the efforts of the Enfield Police Department's Community Policing program.

A. Police response to calls originating in the schools

All calls to police should be made with the approval of the building administrator. Normally such approval will be prior to any call. If an emergency call must be made, the Principal should be notified immediately afterward.

1. **Emergency calls** - Should a case arise when school officials determine they do not have the capacity or expertise to manage a situation safely, they may decide to call the Enfield Police for assistance.
2. **Non-emergency calls directly involving the presence of suspects** - Police may be summoned by school personnel to situations wherein criminal offense may have been committed on school grounds; for example, smoking in a public building, disorderly conduct, assault, or discovery of drugs or alcohol. In cases where an identified suspect is involved, the police action is subject to the formal instructions contained in the Enfield Police Department General Orders, particularly Chapter 44 regarding Juvenile Operations insofar as they accurately reflect applicable statutes.

In cases involving the apprehension, questioning, and arrest of adults, the administrator(s) or designee(s) are responsible to assure that police actions occur with as much order and decorum as possible to avoid a disturbance affecting students and staff who are otherwise not directly involved.

3. **Non-emergency calls not involving the presence of suspects** - In other situations, police may be summoned to investigate a condition in which no identifiable suspect is immediately and directly involved; for example, an instance of vandalism or burglary. The building administrators will cooperate with the police in making the complaint and filing the appropriate reports.

Community Relations

Relations with the Enfield Police Department (continued)

B. Police questioning of students in school

Individual students or employees of the Enfield School system may from time to time become proper subjects of police interrogation as complainants, victims, witnesses, or suspects in matters not directly connected to their status in the school system. Normally, such interrogations should occur off school grounds outside of school hours. When, in an unusual situation an interrogation at school facilities during regular school hours cannot be avoided, police will contact the building administrator to explain the situation, including reasons why the student or school employee must be interviewed in the school. If the administrator concurs, he or she will make arrangements for as inconspicuous an interview as possible. If the administrator does not concur, the interview will not take place.

C. Community Policing

Community Policing is an activity of the Enfield Police Department dedicated to promoting the positive aspects of law enforcement in a free society and educating citizens about the functions of the police within the community. The Enfield Board of Education believes that schools are appropriate sites to promote understanding, trust, and cooperation among citizens and police. To achieve these goals, police officers selected and trained by Police Department officials and approved by the building administrators will make frequent visits to all town schools during regular school hours. The visits may be random or scheduled. Officers will be highly visible to the students and staff. These officers are not to be assigned to patrol school buildings and grounds without the expressed approval of the Board of Education. Their function in community policing is to interact socially and informally with students, administrators, faculty, and staff.

At the same time the Board recognizes that police officers are sworn to uphold the law, and thus compelled to react officially to any criminal activities they witness or are called upon to investigate while they are on school premises even in community policing or unofficial capacities.

Legal Reference: Connecticut General Statutes
 10-221 Boards of Education to prescribe rules
 53a-185 Loitering in or about school grounds: Class C Misdemeanor
 54-76j Disposition upon adjudication as youthful offender
 New Jersey vs. T.L.O. U.S. 325 (1985)
 Enfield Police Department General Orders

Policy adopted:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

Community Relations

Fire Department

Members of the Volunteer/Town/City Fire Department and the Town/City Fire Marshal play a vital role in the school safety and security program. The Superintendent of Schools and administrative staff shall have the following responsibilities:

1. Establish and maintain relationships with the local Fire Marshal and Fire Departments.
2. Work with the faculty in determining the nature and timing of the Department's participation in the school program.
3. Coordinate and supervise planned activities.
4. Involve the fire department in crisis response drills and other related activities designed to practice and test the effectiveness of district and school response plans.

As necessary or appropriate administrators shall seek the advice and cooperation of the Fire Marshal and Fire Department in:

1. Planning and conduct of fire drills and crisis response drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Conforming to state and local fire codes.

(cf. 6114 - Emergencies and Disaster Preparedness)

Community Relations

Fiscal Authority

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop the kind of understanding of the needs of the schools and the students which will work for the betterment of education in our community.

The Board of Education accepts the legal requirement that it meets and negotiates with the fiscal authority, and further, it will do everything in its power to cooperate with the fiscal authority toward the development of a sound fiscal base for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-153d. Meeting between board of education and fiscal authority required. Duty to negotiate.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

State/Federal Government

Legislation

The Board of Education, both directly and through its State Association, shall carry on an aggressive program to secure approval of laws and regulations which the Board feels to be in the best interest of the school system through the state legislature. This policy shall include the pursuit of adequate and equitable sources of revenue to support the local free public schools.

State and Federal Aid

In order to bring the full benefit of state and federal aid programs to bear upon the needs of the school system, it is the policy of the Board to maintain close liaison with the State Department of Education and appropriate federal agencies, and to cooperate with them fully in providing improved educational services.

The Superintendent should pursue all available grant sources to enhance the educational programs of the school system. The Superintendent shall notify the Board of the intention to submit grant proposals for funding. Board approval is required prior to grant acceptance.

Community Relations

Relations Between Non-Public and other Educational Organizations and the Schools

The Board of Education recognizes the need and the worth of cooperative relationships with other schools, school districts, colleges and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and Board of Education policy.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Relations with Parochial and Private Schools

In recognition of the educational, cultural, and economic values which parochial and private schools provide to the parents, citizens, and taxpayers of the community, the Board of Education shall make available, within the limits of applicable federal and state restrictions, the full range of public school services to resident students of the community who attend parochial or private schools.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records

10-76d-18 Regulations concerning children requiring special education

19a-581 through 585 46b-56(e)

20 U.S.C Section 1232g Family Educational Rights and Privacy Act

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

School Business Partnerships

The Board of Education will, whenever possible, cooperate with employers in offering high school courses, or with the approval of the State Board of Education, offer vocational training courses to such employer's employees. Such courses will be given on the premises of the employers for the benefit of any employee who (1) wishes to obtain a high school diploma or (2) wishes to improve his/her employment status.

No expense for such service may accrue to the Board of Education or to the State Board of Education.

Legal Reference: Connecticut General Statutes

10-21 Vocational guidance.

10-21a Accredited courses offered by employers.

10-21b Programs offered jointly by boards of education and business firms; neighborhood assistance.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Collaborative Special Programs

The Superintendent of Schools is encouraged to cooperate with neighboring school systems in developing collaborative programs. Students may be admitted to special programs at the discretion of the Superintendent of Schools, provided that the following criteria are met:

1. Adequate space is available.
2. Related services, if necessary, are to be fully borne by the sending school district.
3. Tuition for this program will not be less than the student cost normally incurred for said program.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Community Relations

Possession of Deadly Weapons or Firearms

I. Definitions

- A. **Deadly Weapon** means “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.” Conn. Gen. Stat. §53a-3 (6).
- B. **Firearm** means “any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged,” Conn. Gen. Stat. §53a-3 (19).
- C. **Peace Officer** means “ a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 2 of public act 13-170 who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive.” Conn. Gen. Stat. §53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district’s elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. **School-Sponsored Activity** “means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.” Conn. Gen. Stat. §10-233a(h).

Community Relations

Possession of Deadly Weapons or Firearms (continued)

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-2 17b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.
- C. A motor vehicle inspector while engaged in the performance of such motor vehicle inspector's official duties may carry weapons on school grounds, effective October 1, 2016.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

Community Relations

Possession of Deadly Weapons or Firearms

V. Consequences (continued)

- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84 and PA 16-55)

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut



Item #11a.

TOWN OF ENFIELD

April 18, 2018

Honorable Members
Town of Enfield Board of Education
Enfield, Connecticut

Subject: Connecticut Office of Early Childhood FY19 School Readiness Grants

Background:

The Department of Social Services would like to submit a reapplication to the Connecticut Office of Early Childhood for School Readiness funding for July 1, 2018-June 30, 2019. This grant requires joint submission by the Town Manager and the Superintendent of Schools. The School Readiness Grant will provide \$262,366 for 28 preschool slots for three and four year olds and \$3,881 for Quality Enhancement training.

This grant is open to all qualified programs serving children in Enfield through a local RFP process coordinated by the KITE/The Enfield School Readiness Council. Qualifications established by the OEC include programs with qualified staff, as well as programs that are either NAEYC accredited or in the process of becoming accredited.

This grant requires active participation by the members of KITE. There will be an evaluation process, which monitors the performance in meeting the goals established in the grant by the OEC. Funding for subsequent years is contingent upon successful completion and submission of the final report.

Any Board Members with questions regarding the reapplication process or the grant may contact the Deputy Director of Social Services who functions as the School Readiness Liaison or the KITE Chairperson, LeAnn Beaulieu.

Respectfully Submitted,

Dawn Homer-Bouthiette, MSW
Director of Social Services

Attachment: School Readiness Grant Overview

Social Services Administration
110 High Street
Enfield, Connecticut 06082

Telephone (860) 253-6395
Fax (860) 253-6400
www.enfield-ct.gov

School Readiness Grant Overview

Purpose of the School Readiness Grant as outlined in Connecticut General Statutes Section 10-160 is to:

- (1) Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- (2) Provide opportunities for parents to choose among affordable and accredited programs;
- (3) Encourage coordination and cooperation among programs and prevent the duplication of services;
- (4) Recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- (5) Prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
- (6) Enhance federally funded school readiness programs;
- (7) Strengthen the family through: (A) encouragement of parental involvement in a child's development and education; and (B) enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- (8) Reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition;
- (9) Assure that children with disabilities are integrated into programs available to children who are not disabled; and
- (10) Improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

This grant is submitted on behalf of the Town of Enfield jointly by the Town Manager and the Superintendent of Schools. The School Readiness Grant for \$262,366 will provide for 28 preschool slots for three and four year olds and \$3,881 for Quality Enhancement training.

This grant requires active participation of the members of the School Readiness Council/KITE, which monitors the performance in meeting the goals established in the grant by the State Office of Early Childhood. Funding for subsequent years is contingent upon successful implementation and submission of a final report.

Respectfully Submitted,

Dawn Homer-Bouthiette, MSW
Director of Social Services

III. APPENDICES

APPENDIX A

APPLICATION COVER
FOR 2018–19 ADULT EDUCATION PROGRAM ENHANCEMENT PROJECTS

Bureau of Health/Nutrition, Family Services and Adult Education

Title of Grant: Be concise, avoid highly technical terms.

Applicant Organization: Name and address of applicant agency or organization.

Initiated By: Full name, position, telephone number, extension and e-mail address of person responsible for developing the proposal.

Project Director: Full name, position, address, telephone number, extension and e-mail address of person who will be in charge of the project.

Submitted By: Full name, position, telephone number and extension of person authorized to commit agency to the project if it is selected; e.g., Superintendent of Schools, Chief Executive Officer of Agency.

Signature of Superintendent of Schools or Chief Executive Officer of Agency: _____

Priority Area	Code	Funds Requested	Matching Funds
Workforce Readiness – <i>Elementary ESL and ABE/GED</i>	AE-19-1E		
Workforce Readiness – <i>Secondary CDP and NEDP</i>	AE-19-1S		
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-19-2E		
Family Literacy – <i>Secondary CDP and NEDP</i>	AE-19-2S		
Correctional Education and Other Institutionalized Individuals or Special Populations	AE-19-3		
Expansion of the NEDP	AE-19-4		
Integrated Education and Training (IET)	AE-19-5		
Transition to Postsecondary Education and Training	AE-19-6		
English Language Acquisition (ELA) and Integrated English Literacy and Civics Education (IEL/Civics)	AE-19-7		
CT Adult Virtual High School	AE-19-8		
Total Funds Requested			
Date Submitted:	Date of Board/Agency Approval:		

APPENDIX F

CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: Enfield Adult Education Program Improvement

THE APPLICANT: Enfield Public Schools HEREBY ASSURES THAT:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders," or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:
 - (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the

federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor

or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Name (typed) _____

Title (typed) _____

Date _____

**BOARD OF EDUCATION
REGULAR MEETING MINUTES
MARCH 27, 2018**

DRAFT

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on March 27, 2018.

1. **CALL TO ORDER:** The meeting was called to order at 7:00 PM by Walter Kruzel.
2. **INVOCATION OR MOMENT OF SILENCE:** Charlotte Riley
3. **PLEDGE OF ALLEGIANCE:** Charlotte Riley
4. **FIRE EVACUATION ANNOUNCEMENT:** Walter Kruzel announced the fire evacuation announcement.
5. **ROLL CALL:**

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

MEMBERS ABSENT: None

ALSO PRESENT: Mr. Christopher J. Drezek, Superintendent; Mr. Andrew B. Longey, Assistant Superintendent; EHS Student Representative, Meghan Connery

6. **BOARD GUEST(S)**

a. **Special Recognition**

Mr. Drezek stated March is Board member appreciation month. Tonight, we would like to recognize you for everything you do for the students and staff. Each Board member has received items from the students in our schools. The students from the 3-5 schools have created a picture with each of their thumbprints on them. We also have a short video from the students at the Stowe Early Learning Center. You are all volunteers and we thank you for everything you do for our students and staff.

Mr. Kruzel thanked everyone for the gifts. We are all here for the children of Enfield and truly appreciate these gifts. Thank you.

b. **Eastern Regional Middle School Festival**

Mr. Drezek stated Dr. Goodnite, our PK-12 Music Coordinator is here to explain about the Eastern Regional Middle School Festival that was held on March 9th and 10th and will introduce the students that attended this event.

Dr. Goodnite thanked the Board for allowing the JFK students to attend the Eastern Regional Middle School Festival music event that showcased their talents. They distributed programs from the festival. She introduced JFK staff members: Tracy Carne who worked with the instrumental students and Kimberly Jacques worked with the vocal students. The students gave an overview of their experiences - Anna Bemis, Carter Bouchard, Hery Chavez, Abbe Nisula, Joshua Tyler, Lindsey Ciechowski, Cassie Fortune, Kristina Mammano and Emily Vandal. The students thanked the Board for the opportunity to attend the festival. It was an amazing opportunity for them all.

Mrs. LeBlanc congratulated the students and was glad that you all were able to get this amazing experience. She is glad to be part of a school system that allows the students these kind of opportunities and experiences. You were able to conquer your fears and did extremely well.

Mrs. LeBlanc added that her youngest child plays in the band at JFK with Mr. Powers. Band and Mr. Powers have made such a powerful impact on her son. She attended JFK MICCA Competition and congratulated them for receiving a Gold. It was incredible to watch them perform. Our music teachers are so passionate. They want to see the students get to the next level and accomplish all your dreams. Our music department is fantastic. Thank you for everything you are doing for our students.

Mr. Neville agreed with Mrs. LeBlanc. The students involved in music are passionate and are encouraged to try new things with our music teachers. Dr. Goodnite has increased and expanded our music program successes. Thank you. This is something we enjoy hearing about, all your successes.

Mrs. Riley also congratulated them. It is amazing to hear how some of you just learned how to play a new instrument. Thank you for representing us and the Town of Enfield so proudly. You all deserve our thanks and Board members gave them a standing ovation.

Chairman Kruzel thanked them all for participating at the Eastern Regional Middle School Festival.

c. R.I.S.E. Grant Presentation

Mr. Drezek stated we are extremely proud of our talented students and dedicated staff members. We also thank our parents who support their children who practice for these competitions. We invited two Enfield High Students to tonight's meeting. Because they completed a video that went along with the R.I.S.E. Grant, we were chosen to receive a \$10K grant for our theatre program.

Dr. Goodnite introduced Cole Wood and Brendan Turner to the Board and thanked them for their contributions with the grant application. She knew the video would be an important part to the grant. Cole wrote the script and edited it. There were over 1,000 applications received.

Cole Wood and Brendan Turner gave the Board an overview of what they did with the 2-minute video. We are currently rehearsing for the play "The Music Man" and we knew that we needed to catch their attention with this video. Time got away for them and they did this rather quickly. Opening the door for a new and improved Lamplighters is very important. Trying for this grant was inspirational. Thank you for bringing this grant to our attention.

Dr. Goodnite stated we will use the money to purchase curriculum textbooks and items the Lamplighters need.

Mrs. Riley is very impressed with this grant you received. Can you send us the video clip? Congratulations again.

Mrs. Hernandez is very impressed with all of you performing under-pressure. She is also a fellow thespian. You learn what you are capable at these moments. You received a \$10K competitive grant and are very capable. Theater means something to her personally. What does it mean to you?

Mr. Wood stated theatre is a life style and has taken him on a career path. It has influenced his entire life. He has had a lot of help along the way. This is very important to him. He

always wished we could do more than just offer an afterschool program. Theatre means a lot to him and has opened-up doors for him.

Mr. Turner stated drama changed his life. He used to play baseball but once he tried out for a play at JFK, it changed his life. He wanted to be part of this. He met new people just like him. Drama is his second family. This grant is personal to them.

Chairman Kruzel urged them to put a plug in for their play "The Music Man". Mr. Wood stated the play will be held on April 27th and 28th at 7:00 PM in the Enfield High Auditorium.

Chairman Kruzel stated he was also a fellow thespian. He attended the last play and looks forward to seeing this one. Thank you for your hard work and for getting that grant.

Mr. Drezek added that Enfield High is the only Connecticut high school that received this grant. Dr. Goodnite is our biggest champion for our music and theater arts programs. He thanked her for her dedication.

d. Enfield Together Coalition

Mr. Drezek welcomed Jean Haughey our Town of Enfield Youth and Family Services Director, Joan Lawson the co-chair for the Enfield Together Coalition and Councilman Arnone to tonight's meeting.

Mr. Arnone thanked the Board. We are part of the Enfield Together Coalition (ETC). Both Joan Lawson and I are co-chairs for the ETC. Our mission is to raise public awareness, educate parents and youth, enforce underage drinking and substance abuse laws with a commitment to prevent and reduce substance abuse in our youth.

Ms. Lawson stated the ETC partnered with the Enfield Public Schools Athletic Department to create a Public Service Announcement (PSA) with the goal of reducing access to prescription drugs. The PSA engages parents to prevent substance misuse.

Mr. Arnone thanked Cory O'Connell, Athletic Director for the Enfield Public Schools; James Lyver, EHS Varsity Football Coach and Amy Bartholomew, EHS Varsity Field Hockey Assistant Coach who helped to create the PSA and making new connections in the prevention of youth substance abuse. They showed the PSA.

Mrs. Haughey thanked Mr. Drezek for his continued support with all our programs as well as our new trauma informed school mental health program. Mr. Drezek and I met with Senator Murphy this afternoon about addressing the opioid epidemic. We know how to do prevention very well. We have done suicide prevention programs for many years. She thanked Mr. Neville for being involved when we had to address this in our community. We offer many programs and training. We are educating our 9th graders that may be struggling with depression. We need to identify our youth that may be struggling with suicide and depression. We need to ask the tough questions and we need to connect with our youth with substance abuse disorders. Thank you for your support.

Ms. Lawson gave Mr. Drezek a certificate for his dedication and certificates for James Lyver and Amy Bartholomew.

Mrs. Riley asked if the PSA airs on Cox or the E-TV channel? Mr. Arnone stated you can watch it on Facebook and share it we would really appreciate it.

Mr. Regnier thanked them for a great job. Can we have this PSA be a pre-cursor to the Board and Town Council meetings. Mr. Arnone stated E-TV can do this. We also thank E-TV for all their assistance with making the PSA.

Mrs. Haughey stated this is airing before the Town council meetings now. We will add this to air before the Board meetings.

Mr. Neville thanked them for what they are doing. You have put in so much work with your prevention programs. This is something we need to do. We need to tie this together for people to get help. Opioids has taken over the country along with alcohol and drugs. He applauds you and the coalition for everything you are doing for our community. He is here to help in anyway.

Mr. Arnone stated if the Board and Town Council continue to work together with the coalition, we can attack this from all sides. Thank you for your continued support.

Mr. Rutledge thanked them for addressing this concern. Depression is a concern and there is a stigma that goes along with it. Making headway is very important. Please send us a link for the PSA video. He will share this.

Mr. Arnone also thanked the State of Connecticut for the grants they have received for the ETC.

Mrs. Haughey stated because of your strong partnership connection, we can provide the help that is needed to the students and community. Your hard work has made us eligible for many grants. Thank you for the many ways you have made this work.

Chairman Kruzel thanked them for everything they are doing. Please let us know if you need anything from us. Thank you.

Mr. Drezek thanked Mrs. Haughey and her staff. They are great partners with the Enfield Public Schools. Thank you Councilman Arnone and Ms. Lawson.

7. SUPERINTENDENT'S REPORT

- a. Student Representatives – as presented
- b. Enfield Head Start STEAM/Literature Fair – as presented
- c. Joint Security Presentation – as presented
- d. Snow Schedule Update – as presented
- e. March/April Events – as presented

Mr. Drezek added the Regional Invention Convention was held last Saturday. We submitted 20 applicants to the Statewide Competition and 15 will be moving on to the State Final round at UCONN. He congratulated our STEAM teachers who have gone above and beyond helping their kids with their projects.

8. AUDIENCES

Chairman Kruzel reminded audience members to refrain from any personalities. You will be allowed 3 minutes to address the Board.

Shannon Grant, Yale Drive – Mrs. Grant is asking the Board to hold off approving the policies on the agenda and table them until the committee can look at them more. She has concerns with policies: 1250, 1221, 1321.2a, 1330b, 1416 and 1260. She reviewed her concerns with each of these policies and the policy language. She thanked the Board for their consideration to table these policies. She will e-mail this information to the Board.

Susan Fluckinger, Somers Road – Mrs. Fluckinger is also here regarding policy #1321.2a regarding audio taping. This is a violation of parent's rights. GPS tracking systems are needed

for parents of students that are runners. Tracking systems may have been misconstrued or misused in the past. It is a useful tool for parents. It has been used in the past in a negative way. She would like the Board to include this with the policy. Thank you.

Mr. Tkacz, Woodgate Circle – Mr. Tkacz stated the people that live on Riverdale are upset about the lights that are coming from the High School. It is brighter at night and the lights are on 24/7. We do not need a third shift to clean these buildings. Someone needs to take action on this. This needs to be addressed before the town gets sued. He feels the traffic light is not needed. This has been determined by the Fire Department, Police Department and State. We need to place barriers in front of our schools for protection. Thank you.

9. BOARD MEMBER COMMENTS

Mrs. Riley attended the Read Across America program at Enfield Street school. It was a lot of fun and the kids were very receptive. She also attended the First Reader Ceremony. Over 70 new readers were certified. The kids were great.

Mrs. Riley watched the EFEE grant scoring. It was amazing to see how this is done. The scoring is very fair. She was very impressed with what they are doing. She went with Elizabeth Windsor Post to deliver some of the grants awards at Prudence Crandall. They are doing amazing things with the grants. EFEE is doing a great job.

Mr. Riley stated the Vendor Fair that was held at Barnard was a huge success. The PTO worked hard planning this event and everyone had a good time.

Mr. Rutledge thanked Principal Erin Clark for the reminder she sent him. Their parent advisory group will meet on March 28th at 6:30 PM in the EHS Library. He congratulated both the boys' and girls' basketball teams for their accomplishments made during this year's basketball season. There were a lot of standouts on both teams. A lot of hard work was put in and you deserve many accolades.

Mr. Rutledge addressed snow days. Some parents have expressed concerns when we close school. When we close school it is for safety. We are going by what the weathermen are predicting. Tough decisions were made and he applauds the superintendent for thinking of our students safety first.

Mr. Rutledge stated we have all had conversations about safety over the last month concerning school shootings. He thanked our State Representative Carol Hall for spearheading a school safety and security committee.

Mr. Rutledge attended the march for our lives event. It was great to see the community come together. He read a statement made by one person. He agreed that is usually the course that any tragic event takes. At first everyone is talking about it and then it dies down. He referred to taking the path less traveled and the unexamined life. We need to challenge our preconceptions. We need to get to the root causes and stop taking the easy path. We need to look at the heart of the issues like what the Enfield Together coalition is doing. Look at issues that truly matter. We need open mined intelligent conversations and need to stop the rhetoric. We need to look at the root causes.

Mrs. Depeau congratulated the students that were here tonight and were recognized. She thanked the EFEE group for what they are accomplishing with their grants.

Mrs. Depeau thanked the audience participation for their questions regarding the Board policies. We need extra sets of eyes. This is a wonderful opportunity to work together. We are all volunteers and are doing the best we can. Your comments are appreciated, and she looks forward to working together on these items. Thank you.

Mr. Regnier thanked the schools for the wonderful gifts we all received for Board Appreciation Month. Kudos to the kids. He thanked all the students that were recognized tonight. He thanked Mrs. Grant for her interaction with them regarding policies. We will address this under Item #10 on the agenda.

Mr. Regnier stated the arts festival was well attended. It was great to see the work from the students at all grade levels.

Mr. Regnier stated the Memorial PTO had a guest speaker Steve Davis from Goodwin College. He spoke about light and gave a presentation on the affects it has on student's eyes. The information was very informative. They will hold a spirit assembly on April 20th at Memorial. They are also holding March Madness at Memorial. It is a fundraising event they hold every day during the month of March. You can win a great prize for \$5. You can go to their website at Hazardvillememorialschoolpto.org to enter and win prizes for Yard Goats, Yankees and Red Sox tickets.

Mr. Regnier stated we will address the policy items under item #10.

Mrs. LeBlanc thanked the students and staff for the Board appreciation gifts. This touches her deeply. You are the rock stars. She has saved the items she has received from the students over the years, thank you.

Mrs. LeBlanc attended the JFK MICCA event. It was great to see all the other middle schools competing. Each school has their own style. We are waiting to see where they will place from this competition.

Mrs. LeBlanc attended the EFEE meet and greet. She spoke with one of kindergarten teachers about their grant. It was a lot of fun. They are so passionate at EFEE. She will support them in anyway.

Mrs. LeBlanc attended the staff vs. student's basketball game. It was a lot of fun and was well attended. The cheerleaders did a half time show that was great.

Mrs. LeBlanc stated the EHS Junior Prom will be held on Thursday and there is school on Friday.

Mrs. LeBlanc thanked the Policy Committee members for addressing all the questions and keeping the dialogue open. You have kept us all informed. She appreciates the e-mails we have received. She appreciates the comments made by the audience members. We have a great policy committee with Mr. Longey.

Mrs. LeBlanc thanked the ETC for what they are doing for Enfield. Their growth in Enfield is coming at a good time. This is huge for us and she thanked them for all their efforts.

Mrs. Hernandez echoed Mrs. LeBlanc's comments regarding the audience members comments. She appreciates the Policy Committees transparency and explaining things to her.

Mrs. Hernandez delivered the rocks and note from the Board to Parkland, Florida. It was profound and moving. She appreciates the conversations we are engaging. Her daughter participated in the walk out and walk in at Enfield High. She does not agree with me and that is okay. She offers a different perspective and she and her friends picked up on the #whatsyour17. It was a powerful experience for many of the students.

Mrs. Hernandez stated Kari Monteforte at EHS is a bright star. She updates the parents with scholarship information. It is a hectic time for students and parents. She appreciates what

she is doing and is always so cheerful and helpful. She is a delight.

Mr. Neville stated the lights at the high school need to be addressed. We have discussed this at the Building Committee Meeting. There are some things we can do in the short time. Planning and Zoning needs to get the sign-off from the appropriate people on this, so we can put things in place. We have a solution but are patiently waiting. This is an issue that needs to be addressed.

Mr. Neville thanked the audience members for their comments regarding the policies. The process is working. We have two readings, so the Board can have an opportunity to hear from residents. The Policy Committee has done a wonderful job.

Mr. Neville stated we have wonderful kids in our music and drama programs. He thanked our staff for their dedication and thanked our students. We ran for the Board of Education to make our schools better for our kids.

Mr. Neville stated school shootings affect them all. He walked with families and students in the march for our lives event. The students shouted enough is enough and articulately spoke. He is proud of our students and their will to act. We all want to keep our kids safe and enough is enough.

Mr. Ryder stated the Two Moms on a Mission Egg Hunt will be held on Saturday, March 30th at 1:00 PM for children ages zero to grade 5.

Mr. Ryder stated he met Dr. Goodnite and thanked her for what she has done for our students and the elementary chorus concert that was held on March 17th. He was so impressed with the students. He thanked our music department and staff. He thanked Mr. Patterson who played the piano at the concert.

Mr. Ryder wished the 15 Invention Convention students good luck at the next competition at UCONN. He wished a family friend Maddison good luck.

Mr. Ryder stated if he receives the PSA, he will make sure to share it with Board members and on the PTO sites.

Mr. Ryder also thanked Shannon Grant for expressing her policy concerns. The policy was appropriate as a first draft. Tweaks are needed.

Mr. Ryder attended the Read Across America events at Eli Whitney and Head Start. He had a lot of fun reading to the students.

Chairman Kruzel is trying to give the Board an update about BUZZ. They have events coming up. He will keep the Board apprised of their progress. They have been working very hard getting ready for their competitions. They held a pasta supper a couple a weeks ago that was very successful.

Chairman Kruzel stated we will have a TC/BOE Joint Security Presentation on April 5th at 7:00 PM in the EHS Auditorium. We will address as many questions as we can. We have been waiting for the final CO from the Building Department. Planning and Zoning has signed off and it is now with the Town Manager.

10. UNFINISHED BUSINESS

a. Policy Revisions – Approve the 1000 Series – Second Reading

Mr. Regnier reviewed the process for first and second readings. The process started last year

with our policies being reviewed by CABA. CABA has a legal department that reviews all the policies to make sure they are up to date with current laws and state regulations. We did have some concerns with some of the 1000 series policies – 1321.2. This was brought to our attention and we addressed this with CABA.

Mr. Regnier thanked everyone that has either called or contacted him with policy concerns. There was also a lot of chatter on the social media side regarding the policies. If you have an issue with a policy, contact a member from the Policy Committee or any Board member. Using social media sites will not resolve your concerns. We were contacted about concerns with some of the policies. We reached out to CABA and they realized they made a mistake. By us bringing this to their attention, they have reached out to other districts with the needed change. Because we have such active stakeholders in Enfield, we were able to help the entire state of Connecticut with this policy change. This is the back story regarding policy #1321.2.

Mr. Regnier stated this evening, Mrs. Grant provided us with policies she has concerns with. Based on this information, he would like to table the 1000 series until the Policy Committee has had time to review the recommendations. We would also like for Mr. Longey to extend an invitation to Mrs. Grant to attend the Policy Committee meeting on April 3, 2018 to address these proposed changes.

Mr. Regnier moved, seconded by Mr. Rutledge to table the second readings for the 1000 series until the Policy Committee has a chance to review the proposed policy recommendations.

Discussion:

Mrs. LeBlanc received several e-mails regarding policy #1321.2 and that there was missing information in the policy. Ms. Jones and Ms. Navarro-Gilmore both asked for their e-mails to be addressed and included in the minutes. We thank you for your e-mails and will include them with the minutes.

Mr. Ryder asked for Mr. Regnier to explain the acronym for CABA. Mr. Regnier stated it is the Connecticut Association of Board of Education. They are a private organization that works with most Board of Education's in Connecticut. They oversee policies and regulations for Boards of Education. They are the governing board for local Boards of Education.

Mr. Neville stated he had never heard about the GPS tracking that was mentioned by Mrs. Fluckinger. This would be a good one for CABA to research.

Mr. Neville stated the policy concerning money mentioned by Mrs. Grant, we have been leasing/renting town buildings for many years. The money pays for the custodian and associated costs for leasing/renting. This money goes back into the Town's budget and cannot go to the schools.

Chairman Kruzel stated the procedure for policies works. We have a first and second reading. Social media does not do anyone any good. You need to express your concerns with us.

Mr. Neville stated the Policy Committee does a great job. We work well together as a group. We appreciate your comments and feedback. We urge you to contact us with any questions. That is why we list our phone numbers and e-mail address for you to contact us.

Mrs. Riley asked if there is a way to split up the very large policy series. It is a lot of material to go through.

Mr. Regnier stated we have a lot of policies to review. It is a huge task. Are we sitting on policies and regulations that are outdated and do not comply with current laws and state statutes? He understands it is a lot of reading and work. He would like to break up the 3000

series. We can reach out to CABE and have them send the most important policies for us to review first.

Chairman Kruzel thanked the Policy Committee members for their hard work. Mrs. Riley added this is not an easy task.

Mr. Regnier added that the Policy Committee meetings are open to the public. The meetings are held at 1010 Enfield Street in the Superintendent's Office at 6:00 PM. Our agenda will review current updates for policy changes.

A vote by **roll-call 9-0-0** passed unanimously.

11. NEW BUSINESS

a. Action if any, Regarding Revised JFK Education Specifications

Chairman Kruzel stated that Mr. Ryder and Mrs. Riley are also part of the Joint Facilities Committee along with Tim Neville and his self. There are four Board members on this committee

Mr. Cykley stated the only real change is the reducing the square footage of the building which will reduce the overall cost of the project. We reduced the project by 10,000 square feet. He reviewed the places that were reduced, the process and next steps with a new architect for a new grant application.

Chairman Kruzel stated the only change with the JFK Education Specifications is the square footage from the previous grant application that has been reduced by 10,000 square feet.

Mr. Neville moved, seconded by Mrs. Riley that the Enfield Board of Education approves the Revised JFK Education Specifications.

Discussion:

Mr. Rutledge asked about the space program template. Is this part of Education Specification? Mr. Cykley stated the Ed Specs have been updated and is subject to change once the architect comes up with a new design. We need to submit this by June 30th, so we will be moving quickly.

Chairman Kruzel stated the new architect will look at the old grant application. Mr. Cykley stated we will give all the information to the new architect to use.

Mr. Neville asked if the any of the testing previously done will follow to the new architect's plans? Mr. Cykley stated that is correct.

Mr. Neville stated we will not be restricting them. As long as they know the Ed Specs and the square footage, they will put this into the design. Mr. Cykley stated that is correct.

Mr. Neville They will come up with a new concept to meet the needs. Mr. Cykley stated they will come up with a design reducing the overall costs of the project is the goal.

Mrs. LeBlanc stated the JFK Ed Specs that were approved last May have now been reduced by 10,000 square feet. Mr. Cykley stated that is correct.

Mr. Ryder stated the Ed Specs, this is the educational requirements for programming. Mr. Cykley stated this is for the academic spaces within the building. This is tool the architect uses.

Mr. Ryder likes to ask the questions that people at home might be asking. He fully supports this plan. He wanted people to understand this.

Mr. Cykley stated this is a narrative the architect will use to design your new space. It outlines everything.

A vote by roll-call 9-0-0 passed unanimously.

b. Discussion & Action if any, Regarding Snow Day - None

c. FY2018-19 School Calendar Revision

Mr. Drezek stated the Board previously approved our FY2018-19 school calendar. We must attend school for 180 days. This can only be changed by the commissioner. We were in a bit of a predicament due to the amount of snow days we used this year. This prompted him to review our approved calendar for FY2018-19. He has shared the proposed revisions with the bargaining units. He reviewed the proposed changes for the FY2018-19 school calendar. He also reviewed the proposed changes for a 3-hour delay and an early release without lunch with the Board. We also removed from the calendar - taking away days from the April vacation. This caused a lot of confusion for parents.

Mr. Neville stated understands why you took it off, but he believes we need this in writing somewhere. He also believes this may be in the teacher contract. Mr. Drezek stated if the school year is adjusted or the work year is adjusted that is mandatory subject of bargaining. We have the right to change the calendar as much as we need to as long as it does not affect the working conditions, work day or work year.

Mr. Neville added that when we hire staff, we always tell them if you make any plans for April vacation, you should pick-up trip cancellation insurance for just in case.

Mr. Drezek stated that is a common theme right now. By doing what we have done with using Good Friday as a school day, we saved cutting into the April vacation. He reached out to each of the bargaining unions and explained what we were looking at. We were experiencing a particular weather pattern in March and it did not look like it was going to change for a while. If we got past the April vacation, we were limited with the number of usable days left in June if we had any additional school closings.

Mr. Neville agrees with this but believes we need something in writing. Mr. Drezek stated we are trying to educate the public and families. Mr. Neville thanked Mr. Drezek and you are doing a great job of informing the parents and public.

Mr. Neville asked about the early release days with and without lunch. Good Friday will be an early release day without lunch. Mr. Drezek stated that is correct. No lunch will be served on Good Friday.

Mr. Neville asked about the early release day on August 31, 2018, will this be with lunch? Mr. Drezek stated this will be an early release day with lunch. We will only use the early release day without lunch for emergency school closings. Mr. Neville added we might want to clarify this. It also specifies this on November 21, 2018.

Mr. Rutledge asked if we need to clarify this on the calendar. Mr. Ryder stated any planned early release day will be with lunch. It will only be exceptions due to weather when lunch will not be served.

Mr. Drezek reiterated we will only use the early release without lunch for emergency school

closings. The last storm, we were concerned with the early release and getting our smallest children home. Using an early release without lunch will get all our students home sooner.

Chairman Kruzel stated we should just make a note that all scheduled/planned early releases will be with lunch.

Mrs. Riley asked if we need to reconsider this. Mr. Rutledge pointed out we can not reconsider because this was not done at our last meeting. You can only reconsider a vote at a meeting following the vote.

Chairman Kruzel stated we are now approving the revised FY2018-19 calendar.

A vote by **roll-call 9-0-0** passed unanimously.

d. Appoint Suffield Vo-Ag Consulting Committee Member

Mr. Rutledge moved, seconded by Mrs. LeBlanc that the Enfield Board of Education appoints Francis Lutwinas and Sam Smyth to the Suffield Agriscience Consulting Committee.

Discussion:

Mr. Rutledge asked if we can meet the two members. Mr. Drezek stated they can come before the Board just like any of the other committees.

A vote by **roll-call 9-0-0** passed unanimously.

ADD AN ITEM TO THE AGENDA:

Chairman Kruzel stated we have the need to add an item to the agenda – Item #11e Cancel the April 10th BOE meeting.

Mr. Neville moved seconded by Mrs. Riley that the Enfield Board of Education adds Item #11e Cancel the April 10th Board of Education Meeting.

Discussion:

Chairman Kruzel stated the reason for canceling the April 10th meeting is because this is during the April vacation week.

A vote by **roll-call 9-0-0** passed unanimously.

e. Cancel the April 10th Board of Education Meeting

Mr. Rutledge moved, seconded by Mr. Regnier that the Enfield Board of Education adds Item #11e Cancel the April 10th Board of Education Meeting.

Discussion:

Chairman Kruzel reiterated the reason for canceling the April 10th meeting is because this is during the April vacation week.

A vote by **roll-call 9-0-0** passed unanimously.

12. BOARD COMMITTEE REPORTS

a. Curriculum Committee

Mr. Neville reported the Curriculum Committee met on March 19, 2018. Mr. Dague reviewed the AP, ACC, Charter Oak, UCONN and UNH courses students can take to earn college credits. He reviewed the new EMT certificate program and the college connections program being offered at ACC. Mr. Neville added the Curriculum committee would like Mr. Dague to give the Board a presentation on this. This would be an educational opportunity for the Board and public. We would like this to be done at the last meeting in April.

Mr. Neville stated that Mr. Sargalski, Mr. Ponte and Ms. Gaskell gave a presentation on JFK looping and the elimination of looping in grades 7 and 8. This was a good discussion and they will come back with more information for the Curriculum committee.

Mrs. Depeau stated our next meeting will be held on April 16th.

Mrs. Hernandez added that Mr. Dague's presentation was great. She would also like to have him give the Board a presentation. We have some very clever students obtaining college credits.

b. Finance, Budget Committee

Mrs. Riley reported the Finance, Budget Committee will meet on April 9, 2018.

c. Policy Committee

Mr. Regnier reported the Policy Committee will meet on April 2, 2018.

d. Leadership Committee

Chairman Kruzel reported the Board Leadership Committee met on March 14, 2018 and discussed the calendar.

e. Joint Facilities Committee

Chairman Kruzel reported the Joint Facilities Committee has a tight timeline. They are looking to get this done by the end of May. We will meet again at 5:00 PM on March 29th in the Enfield Room.

Mr. Neville added we have tight timeline to get the design set for the application that is due to the State by June 30th.

f. EHS Building Committee

Chairman Kruzel reported the EHS Building Committee will meet on April 19, 2018.

g. Any Other Committees - None

Chairman Kruzel just received an update on Buzz Robotics. They were number 17 team captain and did good overall but did not win.

Chairman Kruzel stated the special KITE meeting will be held on April 4th at the Stowe Early Learning Center at 5:30 PM.

13. APPROVAL OF MINUTES

Mr. Neville moved, seconded by Mr. Rutledge that the Regular Meeting Minutes of February 27, 2018 be approved. A vote by show-of-hands 9-0-0 passed unanimously.

14. **APPROVAL OF ACCOUNTS PAYROLL** - None

15. **CORRESPONDENCE AND COMMUNICATIONS** - None

16. **EXECUTIVE SESSION**

Mr. Neville moved, seconded by Mr. Rutledge that the Enfield Board of Education enters Executive Session for Matter(s) Related to Personnel.

A vote by **show-of-hands 9-0-0** passed unanimously.

The Board remained in Council Chambers for the Executive Session. Both Mr. Drezek and Mr. Longey joined the Board in Executive Session.

No Board action occurred while in Executive Session.

17. **ADJOURNMENT**

Mr. Neville moved, seconded by Mrs. Riley to adjourn the Regular Meeting of March 27, 2018.

All ayes, motion passed unanimously.

Meeting stood adjourned at 10:25 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary