

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Agenda**

**Date: 09/25/12**

**Time-Place:**                      **Enfield Town Hall  
820 Enfield Street  
Council Chambers  
Enfield, CT  
7:30 PM Regular Meeting**

- 1.      Call to Order – 7:30 PM**
- 2.      Invocation or Moment of Silence – Tina LeBlanc**
- 3.      Pledge of Allegiance – Tina LeBlanc**
- 4.      Fire Evacuation Announcement**
- 5.      Roll Call**
- 6.      Approval of Minutes: Regular Meeting Minutes – September 11, 2012 and Special Meeting Minutes – September 15, 2012**
- 7.      Board Guests**
  - a.    Mrs. Krieger, EHS Principal & Ian Lempitsky, State Student Advisory Council on Education (SSACE)**
- 8.      Correspondence and Communications**
- 9.      Audiences**
- 10.     Board Members' Comments**
- 11.     Superintendent's Report**
  - a.    Student Mentoring Program – Mrs. Mary Scutt, Mentor Program Facilitator**
  - b.    Common Core State Standards – Review of ELA Standards – Ms. Anne McKernan, CAO**
  - c.    Listen/Learn Sessions**
  - d.    Columbus Day**
  - e.    ITPC Minutes**
  - f.    Grants Update**
  - g.    Personnel Report**
- 12.     Board Committee Reports**
- 13.     Approval of Accounts and Payroll**
  - a.    For the Month of July 2012/13**
  - b.    For the Month of August 2012/13**
  - c.    Line Item Transfers, if any**
- 14.     Unfinished Business**
  - a.    Policy Revision #2110 Superintendent Job Description – Second Reading**
  - b.    Policy Revision #2110.1 Purposes of Evaluation – Superintendent of Schools – Second Reading**
  - c.    Policy Revision #6156.2 Off-Site Computer Use by Staff – Second Reading**
  - d.    Policy Revision #9133 Committees of the Board – Second Reading**
  - e.    Policy Revision #9368 Order of Business and Board of Education Meeting Conduct – Second Reading**

**15. New Business**

**16. Executive Session**

**a. Matters Related to the Evaluation of the Superintendent**

**17. Adjournment**



# ENFIELD PUBLIC SCHOOLS

---

27 SHAKER ROAD • ENFIELD, CONNECTICUT 06082  
TEL: 860.253.6500 • FAX: 860.253.6510 • WWW.ENFIELDSCHOOLS.ORG

**Date:** September 25, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Board Guests

- a. **Mrs. Krieger, EHS Principal and Ian Lempitsky** – Mrs. Krieger, the Enfield High School Principal is here with us tonight to introduce one of the students from Enfield High. Mr. Lempitsky has been appointed to the State Student Advisory Council on Education (SSACE). He will attend seven meetings from September 2012 through May 2013. He along with other Connecticut students will share their voices to State Education Officials and Legislators on key issues and education planning. We are proud to have an Enfield student chosen for this position.



# ENFIELD PUBLIC SCHOOLS

27 SHAKER ROAD • ENFIELD, CONNECTICUT 06082  
TEL: 860.253.6500 • FAX: 860.253.6510 • WWW.ENFIELDSCHOOLS.ORG

**Date:** September 25, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Superintendent's Report

- a. **Student Mentoring Program** – The student mentoring program has been in existence for 12 years. It began in the elementary school and operates under the Governor's Prevention Partnership Model. The program is designed however to operate in all 10 schools. Currently there are mentors in 6 schools and there are no mentors in our K-2 schools. Presently there are 46 mentors servicing 48 students. The goal of the program is to keep students in school successfully through graduation. The focus is not necessarily on tutoring students in their academic work. Mentors serve to help students establish a positive self-esteem and general confidence. Mrs. Mary Scutt, the Mentoring Program Facilitator will be present to articulate additional items about the program and answer any questions Board members may have.
- b. **Common Core State Standards – Review of ELA Standards** – Building on the overview she gave at the Board of Education Workshop, Ms. McKernan, CAO will begin to “unwrap” the English Language Arts (ELA) Standards of the Common Core.
- c. **Listen/Learn Sessions** – As part of the packet, you received a copy of the Listen/Learn Sessions that the Cabinet Members and Dr. Schumann will host during the month of October. The sessions are open to any members of the community at the various schools where they will be held. There will also be four specific Listen & Learn activities held at JFK Middle School for any staff member to attend. The complete list of Listen & Learn activities as well as other entry plans and activities can be found on the District Website at [www.enfieldschools.org](http://www.enfieldschools.org).
- d. **Columbus Day** – Columbus Day will be observed on Monday, October 8<sup>th</sup>. All schools and offices will be closed.
- e. **ITPC Minutes** – The minutes from the last ITPC meeting are enclosed for your review.
- f. **Grants Update** – Enclosed please find the Grants Update.
- g. **Personnel Report** – Enclosed please find the Personnel Report.



# ENFIELD PUBLIC SCHOOLS

---

27 SHAKER ROAD • ENFIELD, CONNECTICUT 06082  
TEL: 860.253.6500 • FAX: 860.253.6510 • WWW.ENFIELDSCHOOLS.ORG

**Date:** September 25, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revisions – Items 14a, 14b, 14c, 14d and 14e

**14a - #2110 Superintendent Job Description – Second Reading;**  
**14b - #2110.1 Purposes of Evaluation – Superintendent of Schools –**  
**Second Reading;**  
**14c - #6156.2 Off-Site Computer Use by Staff – Second Reading;**  
**14d - #9133 Committees of the Board – Second Reading; and**  
**14e - #9368 Order of Business and Board of Education Meeting**  
**Conduct – Second Reading;**

Mr. Johnson, Chair of the Policy Review Committee, will address this item. The policy revisions were previously discussed by Policy Review Committee on Monday, September 10<sup>th</sup> and at the Tuesday, September 11<sup>th</sup> Board of Education meeting. The Policy committee is recommending second readings on the aforementioned policies.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval, as second readings for policies #2110 Superintendent Job Description; #2110.1 Purposes of Evaluation – Superintendent of Schools; #6156.2 Off-Site Computer Use by Staff; #9133 Committees of the Board; and #9368 Order of Business and Board of Education Meeting Conduct as presented.



**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
SEPTEMBER 11, 2012**

**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 September 11, 2012.

1. **CALL TO ORDER:** The meeting was called to order at 7:30 PM by Chairman Neville.
2. **INVOCATION OR MOMENT OF SILENCE:** Vincent M. Grady
3. **PLEDGE OF ALLEGIANCE:** Vincent M. Grady
4. **FIRE EVACUATION ANNOUNCEMENT:** Chairman Neville announced the fire evacuation announcement.
5. **ROLL CALL:**

**MEMBERS PRESENT:** Charles Johnson, Vin Grady, Kevin Fealy, Joyce Hall, Jennifer Rancourt (arrived at 7:43 PM), Donna Szewczak and Timothy Neville

**MEMBERS ABSENT:** Peter Jonaitis and Tina LeBlanc

**ALSO PRESENT:** Dr. Jeffrey Schumann, Superintendent and Mr. Christopher Drezek, Deputy Superintendent

6. **APPROVAL OF MINUTES**

Ms. Hall moved, seconded by Mr. Grady that the Regular Meeting minutes of August 28, 2012 be approved. A vote by **roll-call 6-0-0** passed unanimously.

7. **BOARD GUESTS**

- a. Mrs. Deborah Berger, Principal, Enfield Street School

Dr. Schumann stated Mrs. Berger is present tonight to give the Board a report on K-2 students becoming young learners.

Mrs. Berger reviewed a power point presentation about our youngest learners. We teach the students how to use cognitive strategies. This helps to streamline the process for students for learning. Children are born ready to learn but are not designed to learn how to read. We need students to understand words. By age 3 they will know around 800 words. By age 5 they will know around 3,000 to 5,000 words. In 1955, kindergarten children were coming to school knowing around 10,000 words. By age 6 they will know around 15,000 words. Reading is the most complex function. Phonological awareness, metacognition skills and decoding are used to help students learn.

Jen Rancourt arrived at 7:43 PM.

Mrs. Berger stated Making Meaning is the program they are using. It is a comprehensive curriculum with the use of strategies. Students learn 2-3 lessons a week. Vocabulary words are taught. Students are taught hi-frequency words. She reviewed the lessons taught using Schema. Telling and retelling, understanding text structure and summarizing are taught to students in grades K-2.

Mrs. Berger stated regular use of read aloud with the strategies for metacognition can be used throughout the grade levels. Communication is more than just speaking and we actively teach students this with this program.

Ms. Hall asked how are you able to convey this to a child that they have a schema. Mrs. Berger stated this is part of the strategies taught to the students. It is part of the making meaning program that teaches the students about their brains and the way they learn.

Ms. Hall asked if you have attempted to evaluate the number of words an incoming Kindergarten student knows. Mrs. Berger stated no. We observe the students and their language skills.

Ms. Hall asked if Pre-K programs will be using this program and do you think it will make a difference for them. Mrs. Berger stated the very young Pre-K learners need to learn the self regulation skills for executive functioning. They learn more through play. Reading to them and exposing them to literature is better suited for them.

Mr. Fealy stated that he enjoyed your enthusiasm. This program was used at Alcorn is now being used at Enfield Street. Do you have any results from Alcorn that you can share as a result of using this program? Mrs. Berger stated we did some assessments by watching the students to see what they have learned. This shows us that they are thinking. She does not have any data to share. We are teaching students to follow formulas and can use this from grade level to grade level.

Mr. Fealy asked if mentor guides and use of data mining for cognitive benchmarks could be used to see the value developed by the students. Mrs. Berger stated she saw a specific need at Alcorn. There are some assessment pieces within the program.

Mr. Fealy asked if these are objective benchmarks and not subjective benchmarks. Mrs. Berger stated she is talking about cognitive use. This is something we can assess. Mr. Fealy would like Mrs. Berger to address the Board on this later in the year. Mrs. Berger stated that Board members are welcome to come to Enfield Street to see the program being used.

Chairman Neville would like to see where the students are in grades K-2 so when they go to grade 3 you can see how they are progressing. This could be done by data-mining. Mrs. Berger stated that is something we can look at as a district. We can discuss this with Mrs. Patria about doing this. Chairman Neville would like to see how many students in grade 3 are at point a, b, c or d. We can also look to Ms. McKernan, CAO or Mr. Bourassa, CIO for help with this data.

Chairman Neville stated there are many students that are in grades 5, 6 and 7 that have not mastered these skills. There is a huge gap in kindergarten with the students learning skills. When the students go to grade 2, some of the students will still have a gap when it comes to learning. How can we deal with the students that have not mastered this? Mrs. Berger stated that is where SRBI will come in. Each day student's will receive 45 minutes for Tier I instruction for students in grades 1 and 2 they will also receive intervention blocks for 90 minutes a day of uninterrupted time.

Chairman Neville asked what the percentage is of students coming into school that have preschool experience. Mrs. Berger is not sure. Kite is tracking this information.

Mrs. Szewczak asked about the students that are not having difficulty and reads easily. Is there something in this program to keep them interested and will help them to expand their learning skills. Mrs. Berger stated this is a time for these students to read, write, work in small groups or do research work independently or in a group.

Ms. Hall stated some of the early readers would not have had time to develop the skills that you are trying to teach them. They could develop meaning. Mrs. Berger stated they could still learn from the program by decoding and the words would develop meaning at any level.

Ms. Hall stated by the time some students get to middle school what they didn't learn in the earlier grades is apparent. With the new training we will see the results when the students reach the upper grades. Mrs. Berger stated the cognitive training and the new way of teaching is helping to reach students.

Mrs. Szewczak asked if there was a selection process use for choosing this program. Mrs. Berger stated this program is in addition to what we are already using. She did research when she was at Alcorn and found that this would help her students.

Chairman Neville would like Mrs. Berger to come back and share some of the results this program is having across the district. Thank you for this informative report.

## **8. CORRESPONDENCE AND COMMUNICATIONS**

## **9. AUDIENCES**

Mary Ann Turner, Meadow Road – Mrs. Turner stated she received a phone call this afternoon from an Enfield high school student. She does not mind if our schools solicit help from our political candidates. She has a problem when it is one sided. A history teacher handed out materials from Christopher Murphy's campaign. This paper needs to be taken back and is a violation. They could be fined and this could cause you some problems. She did some research on this. The Linda McMahon campaign will go through the guidance department and will offer opportunity for students to participate in an internship. She had a good relationship with Dr. Gallacher about this and would call him when something was concerning her. Things were handled behind the scenes so you did not see her. She has not had an opportunity to talk with Dr. Schumann yet. She would like the history teacher to take this item back. Give her the training that is needed. She is offering to go into the classrooms with the Democratic Chair and herself like they have done in the past. She would like you to get back to her. This is important to her and felt she needed to come here before the Board to address this since it happened today.

Chairman Neville asked Mrs. Turner to give a copy of the flyer to Dr. Schumann. Mrs. Turner stated this is her only copy and she will send this to him via e-mail. Can you find out who gave this to the students and where the copies were made? Chairman Neville stated we have a policy in place and will have Dr. Schumann get back to you.

Mrs. Turner appreciates the Board taking the topic of a specific book under advisement. This book would even curl her hair. She does not have any children in the school system. This needs to be taken seriously. Thank you for the work you are doing.

Chairman Neville thanked Mrs. Turner and welcomed her mother to the Board meeting.

## **10. BOARD MEMBER COMMENTS**

EHS Student Representative Brandon Andexler introduced himself and welcomed the incoming freshman class. He thanked Kia Rome of Enfield for the car that will be auctioned off for seniors that have completed 50 hours of community service, maintaining a B average or better and have no absences. He welcomed the Enfield High principal – Mrs. Krieger on behalf of all of the students. She has setup an advisory council between the students and herself. This will get the students involved.

Mrs. Rancourt stated at Eli Whitney they had a first day assembly with Mrs. Ingalls that was wonderful. They also held a welcome-back-picnic. It was nice to see all the families again. Tonight they held a grades 3-5 open house for students at Eli Whitney and Prudence Crandall. Parkman will hold their open house on Monday, September 16<sup>th</sup> due to conflicts with the 9/11 parade.

Mrs. Rancourt encouraged parents with students at JFK, EHS and FHS to log into HAC. You can access this on the website. She would also like parents to support the PTO's. There are many activities and fundraisers coming up. Family day will be this Sunday on the Town Green.

Ms. Hall welcomed all the students back to school. Ms. Hall also mentioned that a former Enfield teacher, principal and curriculum director passed away – Mrs. Elaine Parakilas. She was an important staff member that we all got to know over the years and will be missed.



Mr. Fealy welcomed both student representatives to the Board meeting. Mr. Fealy thanked Board members for looking into the controversial book concern while he was away. He will also follow up on Mrs. Turner's concern also.

Mrs. Szewczak stated it was a good start to the school year and the weather cooperated. She is looking forward to attending Nathan Hale's PTO Meeting on Wednesday night.

FHS Student Representative Katie Saltzgeber introduced herself and welcomed all students back. We had a sports presentation for students and parents. Student pictures were held and assemblies were also held. Our first student senate meeting was yesterday. Open house will be held this week. Next week Rachel's Challenge events will be held. The program looks powerful and she hopes the message that we need to work together to end bullying gets out.

Mr. Johnson thanked Mrs. Berger for her presentation. Enfield Street will hold their first PTO meeting on Wednesday and he plans to attend. Mr. Johnson also heard the same thing that Mrs. Turner heard about the flyer. The teacher also offered some kind of extra credit for doing this. He would also like this to be investigated. Offering credit to one side does not sit well with him. Mr. Johnson welcomed our two student representatives to the Board.

Mr. Grady stated the Parkman open house was cancelled due to the Weymouth Fire Station remembrance ceremony held tonight. He thanked the Enfield Fire Department for the moving 9/11 ceremony.

Mr. Grady addressed Mrs. Turner's comments about a teacher handing out a political flyer. He does not have a problem with her bringing this up to the Board. He has a concern with her mentioning a teacher's name. A name should not be mentioned until this has been investigated. He believes she used poor judgment by doing this again. You should refrain from mentioning names.

Mr. Johnson takes exception with what Mr. Grady has said. He just did what he accused Mrs. Turner of doing. He is placing blame on Mrs. Turner for doing something wrong. He would like Mr. Grady to apologize. Mr. Grady stated he will not apologize.

Chairman Neville stated we are not going to have an argument about this. Chairman Neville stated that he should have mentioned in his comments before audience participation to refrain from using names or personalities in your comments. This is something we should all honor. He is appreciative that Mrs. Turner brought this to our attention. The administration will look into this and this is the appropriate place to do this. We will conduct an investigation and will address this so we follow our policy about political activities in our school. Let's put this to rest.

Mr. Johnson cannot put this to rest until he hears an apology from Mr. Grady. Chairman Neville stated that is Mr. Grady's decision and he has declined. Mrs. Turner brought this to our attention and we will look into this. No one should be using names from either side of the table.

Mr. Johnson stated that Mr. Grady did this in a derogative manner. Chairman Neville stated let's put this to rest. You made your point.

Mr. Johnson stated we cannot expect the residents of this Town to honor our policies if we do not do the same. Chairman Neville stated we have made this clear and Mr. Grady understands. I clarified our responsibility. We should not use names and should have clarified this. The Superintendent will look into this and will get back to us.

Mr. Johnson stated the issue is not the situation that was brought to us by Mrs. Turner. The discussion by Mr. Grady is the issue. Chairman Neville stated Mr. Grady's Board member comments are what you are disagreeing with.

Mr. Johnson asked if these comments made by Mr. Grady were appropriate. Chairman Neville is not

judging the comments. Mr. Johnson would like your opinion on the comments. Chairman Neville stated as the Chair, neither side of the table should mention names. Mrs. Turner mentioned a name that goes against our policy and using names is inappropriate at this time. We have heard from both you and Mr. Grady on this. It is time to move on.

Mr. Johnson stated that Mr. Grady has violated our policy. Chairman Neville stated you have asked Mr. Grady to do something and he has declined. This is his right. Mr. Johnson stated that is not right.

#### **Point of Personal Privilege:**

Ms. Hall suggested we move on to the next item on the agenda. Mr. Johnson suggests we stay on this topic.

Chairman Neville stated you asked the Chair to rule on this. We have heard both sides. Mr. Johnson stated the Chair commented that neither side should have said anything. Chairman Neville clarified by stating neither side should mention names. Mr. Johnson stated as a Board we put these policies into effect and should be following the policies closer if we expect audience members to do the same. Chairman Neville stated you made your point and it is time to move on.

Mr. Fealy would like to know if a policy has been violated or has not been followed and what the policy says for clarification so we can move on.

Chairman Neville stated the policies can be looked at on our website.

Mr. Johnson requested a 5 minute recess to review the policies. Chairman Neville is questioning why we need to do this now. Mr. Johnson stated you told Mr. Fealy he could look at the policies on line. He would like to take 5 minutes to do this now.

#### **Recess:**

The Board took a recess at 8:30 PM.

The Board returned back to public session at 8:42 PM.

Chairman Neville commended the administration and the student representatives during the in-service/orientation that was held. The student representatives and class officers were present at this session to increase communication between the students and staff. It was a great meeting and he was impressed with them. It was their recommendation that we should be tweeting instead of using Facebook.

Chairman Neville also sat in on the parent/community focus groups for the JFK assistant principal position. They liked the format and were appreciative. If this is the way we are going to go in the future, it is a great idea to get the community vested in the school. He commends Dr. Schumann and his team for this opportunity. It is an informative process.

Chairman Neville stated the Rachel's Challenge events are something that will be positive and agrees with the FHS Student Representative.

#### **11. SUPERINTENDENT'S REPORT**

- a. Welcome Student Representatives – as presented
- b. First Week of School & Curriculum/Open House Nights – as presented
- c. Rachel's Challenge Week (*September 17-21*) – as presented
- d. Superintendent's Entry Plan Activities – as presented

Ms. Hall stated the e-mail we received about Rachel Challenge suggested that we might want to go to

all three presentations. Will each presentation be different? Dr. Schumann believes they are the same presentation each night.

Mrs. Rancourt asked about the Rachel Challenge events for the elementary students. Mr. Drezek stated the 3-5 schools will hold a presentation during the day for students.

**12. BOARD COMMITTEE REPORTS - None**

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

**14. UNFINISHED BUSINESS**

**a. Policy Revision #6145 Eligibility – Extracurricular Activities – Second Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #6145 Eligibility – Extracurricular Activities as a second reading.

**Discussion:**

Mr. Johnson reviewed the changes to policy #6145 Eligibility – Extracurricular Activities.

A vote by **roll-call 7-0-0** passed unanimously.

**15. NEW BUSINESS**

**a.**

**a. Policy Revision #6156.2 Off-Site Computer Use by Staff – First Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #6156.2 Off-Site Computer Use by Staff as a first reading.

**Discussion:**

Mr. Johnson reviewed the changes on lines 6-8 for policy #6156.2 Off-Site Computer Use by Staff. The Board will expect everyone to respect the use of computers on and off-site.

A vote by **roll-call 7-0-0** passed unanimously.

**b. Transportation Discussion and Action if any**

Chairman Neville stated this was discussed at the September 10<sup>th</sup> Policy meeting. He does not believe any action is needed. We had a good discussion on this topic. There was a difference on interpretation. Based on this discussion, we have closure based on a consensus for the interpretation of the transportation policy. We initially just looked at the school the student was attending. Per the discussion, it is more appropriate to look at the combined K-2 and 3-5 schools as one whole. By using this focus, it makes looking at this easier. We will also let the Superintendent address these concerns as they come up.

Ms. Hall stated the Superintendent will make the decisions. It will not happen at the school level.

Chairman Neville added that is a good point. In the past, we have had too many people making these decisions. This way there will be consistency with the decisions. If anyone has concerns they should go to the Superintendent and he will keep us informed of any situations. We discussed many different scenarios. This was the best outcome. It is not a perfect system but the best one we came up with.

Chairman Neville stated there is no action needed on this. The Superintendent will keep us

informed. Ms. Hall added no changes will be made to the transportation policy.

**c. Policy Revision #9368 Order of Business and Board of Education Meeting Conduct – First Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #9368 Order of Business and Board of Education Meeting Conduct as a first reading.

**Discussion:**

Mr. Johnson has never seen this done before. He does not feel comfortable bringing these policies forward at this time. He has been on the Policy Committee for the last 7 years and has never seen anything like what occurred at the Policy meeting held last night. Minor changes to policies were planned. We were handed documents at the Policy meeting that were more radical than expected. The Policy committee members had not reviewed these changes before last night's meeting. These policies are being pushed forward. He can understand minor changes but there are tear downs and redo's to some policies. He resented this yesterday and still resents it today. The policies of the Board of Education should not be installed without some kind of an investigation, analysis or some kind of notification to the committee in advance. At first it was recommended to waive the first reading of the policy changes.

Mr. Johnson added the majority party seems to believe that informing the population is a waste of time. He does not understand why they want to do this under this veil of secrecy, but he resents it.

**Point of Order:**

Chairman Neville asked Mr. Johnson to stick to the policy changes that were discussed at the Policy Meeting. Mr. Johnson stated the residents and students need to know what we are doing and why. We don't test things and see if they work. He is ashamed of what took place last night. There may be some good ideas being presented. He will not vote for them until he has had a chance to conduct a full analysis on them. He is offended that he has been placed in a position where he will present these policies to the Board, audience and on TV. This is not the place to present this.

Mr. Grady stated the purpose of the Policy meeting is to discuss policies and ideas relating to the policies. The Policy Committee approved bringing these policies forward for a first reading tonight. The public will have time to comment on the policies like all the other policies. To come here tonight and say that you are upset about not having enough time to review the policy changes is wrong.

Ms. Hall stated that she was at the Policy meeting last night and used her metacognition skills. At first she had a negative response to this proposed policy. As the discussion progressed, she was able to see that this was well worth experimenting with.

Mr. Fealy was not at the Policy meeting. If the chair of the Policy Committee is uncomfortable with these changes, we should afford him the latitude and give him additional time. Ms. Hall mentioned that we are experimenting with something. The stakes are very high if we are experimenting. He would recommend deferring to what the Policy chair is recommending. It will cost us nothing to have additional time to look at this.

Chairman Neville believes the word experimenting was incorrect. It was meant for changing the time of the meeting from 7:30 PM to 7:00 PM so we can do what the Town Council does.

Mr. Grady asked Ms. Hall to clarify. Ms. Hall withdrew her comment using the word experiment. She supports the proposed changes to policy #9368.

Chairman Neville stated his recollection from last night's conversation was regarding Policy #8341 Meetings where the time change is being recommended. Ms. Hall has commented and corrected her comments.

Chairman Neville stated one of your comments was regarding enough notice and time. We moved the Superintendent's Comments up on the agenda at a previous meeting to assist audience members with their comments. He asked Dr. Schumann to look into what other districts were doing. He did this for us and we spoke with our caucuses about this. Since the issues were numerous we put them on the agenda. We had a healthy discussion at the Policy meeting last night. We tried to do the same thing with the other policies last night. The intent was not to do anything behind anyone's back. The meeting was posted and was open to the public. The time to discuss the policies is now at our Board meeting. These changes are from the Superintendent. His style is different from the past superintendent and we are seeing those changes. He brought these changes to the Board to discuss them.

Chairman Neville further stated it was not our intent to push anything forward. The Board members that were present at the Policy meeting last night felt comfortable with the changes discussed. We have two meetings to discuss these changes. You are correct that we shot down the idea of waiving the second reading on these policies. We have done that twice and he is not interested in doing that. He does not believe in pushing items through. He would like the public to see what we are doing and why we are doing it also. We are providing for transparency. Our Policy meetings are open to the public. This will be discussed at the next meeting for a second reading. There has been adequate notice given. We have brought these items up for first readings. The Superintendent is looking at our policies to see what would be a better way to do things.

Mr. Fealy stated there is a lot of back and forth going on with this Board and there is a conception that a perceived lack of consideration and that we are at odds with each other on in a continuous basis. He has no objection if someone needs more time in order to make a decision. If someone on either side of the aisle needs more time, please extend the courtesy to them so they can do so. We need to consider that we do not agree on this and need to work together. If the Policy chair or Vice-chairman needs more time, afford the time to them equally. We need to extend more courtesy to each other.

Chairman Neville appreciates Mr. Fealy's opinion. What we are trying to do as a Board is be respectful as we work through these kinds of things. That is why we had a good discussion last night. This is also why we have a first and second reading to continue any discussions. The process allows us to add in and do research. This is strictly a first reading and why we are having a discussion. Mr. Johnson is entitled to his opinion and he respects that. His comments will be taken with great respect. He does not believe going back to the drawing board after a first reading is the way to go.

Mr. Johnson stated there are some good ideas here. There is nothing pressing here. He would like additional time to analyze the changes to make sure they are appropriate.

Chairman Neville stated you can bring up any ideas at this time to discuss with the Board. What would you like us to consider.

Mr. Johnson does not know the significance of the changes to the policy until we met last night. He is the chair and did not know anything about the changes. The only change he knew about was moving the Superintendent's Report on the agenda. There is nothing pressing with these changes. He does not like rewriting a policy on the fly.

Mrs. Rancourt stated she has attended Policy meetings even though she is not on the Policy Committee. You knew on Friday that Dr. Schumann was going to bring up some policy changes. Dr. Schumann did the research on the policy changes based on what other Boards are doing. Is this correct? Mr. Johnson stated these are not just a few policy changes. These policies have been rearranged. He is referring to Policy #9368.

Mrs. Rancourt stated you would like the proposed policy changes to be reviewed again by the Policy Committee next month. Mr. Johnson stated we could hold a Policy meeting at any time. The



problem is it was presented and pushed through last night without any advanced knowledge about the changes. He had no idea that this was going to come up last night. He saw a virtual complete rewrite last night for the first time for this policy. He does not like that.

Mr. Grady stated it is a change of order for the policy. Nothing was taken out. Where does it say as chair of the Policy Committee that you need to see this or be notified before anyone else is? We all received this at the same time. This was Dr. Schumann's recommendation.

Chairman Neville stated historically we have gotten the information out to Board members before the meeting.

Mr. Johnson stated he would like the Policy Committee members to receive this prior to the meeting regarding changes. Committee members can then conduct research that is needed prior to a meeting. To have this information given to you and told this is what we are going to do is not right.

Chairman Neville understands your concern but that was not the way it was done.

**Point of Order:**

Mr. Johnson stated we are getting off track here.

Ms. Hall called for the question.

Mrs. Rancourt asked if a motion was made. Mr. Johnson stated a motion was made.

Chairman Neville stated a motion was made and seconded. We are at the discussion point. This is the time to bring up any questions on the proposed changes. You are bringing up that there wasn't enough notice. My understanding on Friday was that Mr. Grady, Mrs. Szewczak, Mr. Johnson and myself spoke about this with Dr. Schumann about bringing this up on Monday at the Policy meeting. This should not be a surprise. When the Superintendent gives you a suggestion, you should look at it. We will have a second meeting. This policy is concrete. These are items that will be discussed on our agenda. He is looking at this through a different lens. There was no intent to rush this through.

Mrs. Szewczak stated this was her first trip to a Policy meeting and felt the transportation policy was very important topic to discuss. She is seeing a difference in management style. Maybe if Dr. Schumann came to us and said we have 5 policies that we need to look at it would have been received easier. In the past, the policy meeting has been run as a kind of workshop where examples would be laid out in front of you. The Policy Committee itself would make these changes. At the end of the discussion you would come up with the changes. All of the leg work was done for the Policy Committee members. The end product was there for our review. This is a difference we will need to get accustomed to or change back.

Chairman Neville asked for a roll call vote.

A vote by **roll-call 5-2-0** passed with Mr. Fealy and Mr. Johnson in dissent.

**d. Policy Revision #8341 Meetings – First Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #8342 Meetings as a first reading.

**Discussion:**

Mr. Johnson reviewed the proposed changes to the policy #8341 Meetings on line #8. We will change the start time of the meetings. We will be more in line with what the Town Council is doing.

Mr. Fealy stated the time change will create problems with him getting to the Board meetings on

time. A 7:30 PM start time is more reasonable when you have a family or a job where you need to travel. If we are looking for uniformity, we could ask the Town Council if they would like to start their meetings at 7:30 PM. A 7:00 PM start time will be a burden to him.

Mr. Johnson also agrees with Mr. Fealy. He will also have some difficulty getting here for a 7:00 PM start.

Chairman Neville understands both of their situations. By standardizing meeting times, it may help for audience participation at meetings. We have also made meetings at the high schools at the same time for the same reason due to parents concerns with many different start times. The later they are it becomes harder for parents to get here. We will all be late from time to time.

Mr. Fealy stated we tend to hold the Executive Session or Special meetings prior to a Board meeting. Will that still continue?

Chairman Neville stated we discussed that last night at the Policy meeting. By holding these meetings prior to the start of Board meeting was creating problems by delaying the start of the regular meeting which is not fair to the audience members. If we start at 7:00 PM, we would hold the Executive Session at the end of the Board meeting.

Chairman Neville further added that we are all respectful of the issues mentioned by both Mr. Fealy and Mr. Johnson. Our goal is to get more parents to attend our Board meetings.

A vote by **roll-call 6-2-0** passed with Mr. Fealy and Mr. Johnson in dissent.

**e. Policy Revision #9133 Committees of the Board – First Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #9133 Committees of the Board as a first reading.

**Discussion:**

Mr. Johnson stated there are a lot of changes to policy #9133 Committees of the Board. There is a new section on lines 107-128 Student Issues Committee. He would prefer if everyone would look over these changes before the second reading.

Ms. Hall stated there are additional changes in Section 1 of the policy.

Chairman Neville stated the changes in this policy are based on the recommendations from last night's Policy meeting.

Mr. Johnson added the changes made last night have been included.

Mr. Johnson stated the Personnel Committee will be eliminated based on these changes. It has been combined into the Leadership Committee.

Chairman Neville added the language in the policy has been cleaned up.

Ms. Hall reminded the public that you can make comments regarding these policy changes.

Chairman Neville stated all Board Committee meetings are open to the public. Agendas are posted. We encourage you to attend any of the standing committees of the Board.

A vote by **roll-call 7-0-0** passed unanimously.

**f. Policy Revision #2110 Superintendent Job Description – First Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #2110 Superintendent Job Description as a first reading.

**Discussion:**

Mr. Johnson reviewed the changes on lines #77-78 to policy #2110 Superintendent Job Description.

A vote by **roll-call 7-0-0** passed unanimously.

**g. Policy Revision #2110.1 Purposes of Evaluation – Superintendent of Schools – First Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #2110.1 Purposes of Evaluation – Superintendent of Schools as a first reading.

**Discussion:**

Mr. Johnson reviewed the changes on lines 37-38 to Policy #2110.1 Purposes of Evaluation.

A vote by **roll-of-call 7-0-0** passed unanimously.

Chairman Neville stated we have the need to enter into Executive Session for Matters Related to the Superintendent's Evaluation. We can do this by mutual consent to add an item to the agenda. If there are no objections we can add this to the agenda. If there are objections, we will need a motion to suspend the rules to add an item to the agenda.

Chairman Neville asked if there were any objections to adding an item to the agenda.

Mr. Johnson objects to adding an item to the agenda.

Ms. Hall asked why we need to add an item to the agenda. Chairman Neville stated the item for Matters Related to the Superintendent's Evaluation is not listed on the agenda. We have two choices, by general consent or we can suspend the rules and add an item to the agenda.

Mr. Johnson would like the Board to vote on this item.

**Suspend the Rules – Add an Item to the Agenda:**

Mr. Grady moved seconded by Mrs. Szewczak to suspend the rules to add an item to the agenda as Item 16a.

Chairman Neville stated there is no discussion and this is not debatable.

Dr. Schumann added that a motion has been made to suspend the rules to add an item to the agenda. This can be done by consent or by suspending the rules by 2/3 of the Board and is not debatable.

Mr. Johnson asked if it is 2/3 of the entire Board or by a quorum. Dr. Schumann stated by quorum.

Chairman Neville asked for a roll call vote.

A vote by **roll-call 6-2-0** passed with Mr. Fealy and Mr. Johnson in dissent.

Chairman Neville stated we will now need a motion for the particular item to be added to the agenda.

Ms. Hall moved, seconded by Mrs. Szewczak that the Executive Session Item Matters Related to the Superintendent's Evaluation be added to the agenda.

Chairman Neville asked for a roll call vote.

A vote by **roll-call 6-1-0** passed with Mr. Fealy in dissent.

**16. EXECUTIVE SESSION**

The Board entered into Executive Session to discuss Matters Related to the Superintendent's Evaluation at 9:40 PM.

The Board reconvened to the Enfield Room for the Executive Session.

Joining the Board in Executive Session were Dr. Schumann and Mr. Drezek.

The Executive Session ended at 10:02 PM. No Board action occurred while in Executive Session.

**17. ADJOURNMENT**

Mr. Grady moved, seconded by Mrs. Szewczak to adjourn the Regular Meeting of September 11, 2012.

All ayes, motion passed unanimously.

Meeting stood adjourned at 10:03 PM.

Donna Szewczak  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

**ENFIELD BOARD OF EDUCATION  
WORKSHOP MINUTES  
SEPTEMBER 15, 2012**

**DRAFT**

The Enfield Board of Education held a workshop on Saturday, September 15, 2012 in the Board Conference Room located at 27 Shaker Road, Enfield, CT.

**Board Members Present:** Tim Neville, Vin Grady, Donna Szewczak, Jennifer Rancourt, and Joyce Hall

**Board Members Absent:** Mr. Jonaitis, Mrs. LeBlanc, Mr. Johnson and Mr. Fealy

**Also Present:** Dr. Jeffrey A. Schumann, Superintendent of Schools; Chris Drezek, Deputy Superintendent; John Coleman, Chief Personnel Officer; Anne McKernan, Chief Academic Officer; Anthony Littizzio, Chief Finance Officer and Guy Bourassa, Chief Information Officer.

**Welcome:**

Dr. Schumann welcomed Board and Cabinet member and gave an overview of the workshop agenda.

**Common Core Standards Overview:**

Ms. McKernan, CAO keynote presentation gave an overview of the history of the Common Core Standards (CCS).

- The Smarter Balanced Assessment Consortium (SBAC) Assessments
- Four Anchor Standards
  - o Reading
  - o Writing
  - o Speaking & Listening
  - o Language

**ESEA Waiver New Accountability Protocol:**

Ms. McKernan reviewed the scoring algorithm for the calculation of Individual student, actual and district performance indexes.

The Board and Cabinet received narrated PPT from the CSDE on the ESEA Waiver.

**Gallery Walk – Student Performance Graphs:**

- Reviewed 8 performance graphs inclusively
- Group discussion – Q&A about performance indexes

**Large Group Review of BOE Priorities and Cabinet Goals:**

Dr. Schumann gave an introduction to the process beginning with BOE priorities from the January 7, 2012 workshop for the development of 6 goals and assessments ToA.

Cabinet members gave an overview of each goal and ToA.

**Small Group Action Steps Discussion:**

Board and cabinet members broke into small and large groups and discussed goals and ToA.

**Report out from Small Group Discussions:**

The Board members present expressed their general support for the 6 goals.



**Next Steps of Process:**

Cabinet members will develop action steps for each goal to be presented to the Board.

**Adjournment:**

The workshop adjourned at 11:50 AM.

Respectfully Submitted,

Dr. Jeffrey A. Schumann,  
Superintendent of Schools

*Dr. Jeffrey A. Schumann, Superintendent of Enfield  
Public Schools cordially invites you to attend*

## *Community Listen & Learn Events*

*Enfield Citizens/Parents/Guardians are encouraged to attend any/all Community Listen & Learn Events. We have provided multiple nights to accommodate your busy schedules. All events start at 6:30 PM and will end at 8:00 PM.*

*\*Eli Whitney School – October 2<sup>nd</sup>*

*JFK Middle School – October 4<sup>th</sup>*

*\*Hazardville Memorial – October 10<sup>th</sup>*

*Enfield High School – October 11<sup>th</sup>*

*\*Henry Barnard School – October 17<sup>th</sup>*

*Enrico Fermi High School – October 18<sup>th</sup>*

*\* Transportation will be provided by Enfield Dial-a-Ride on:*

*\* October 2<sup>nd</sup> to/from Eli Whitney Elementary School*

*\* October 10<sup>th</sup> to/from Hazardville Memorial Elementary School*

*\* October 17<sup>th</sup> to/from Henry Barnard Elementary School*

*Please call 860-272-6545 to confirm if transportation is needed.*

*Enfield Dial-a-Ride will pickup Enfield Citizens/Parents/Guardians needing \*transportation from either the Angelo Lamagna Activity Center entrance (19 North Main Street) at 6:00 PM or the Thomas G. Alcorn Building side entrance (1010 Enfield Street) at 6:10 PM. At the conclusion of the \* events, you will be returned back to either location.*





## ITPC Meeting Minutes

**Date:** August 8, 2012

**11:00 AM TO 12:00 PM**

**Barnard School Conference Room**

---

**Meeting called by:** Paul Russell

**Type of meeting:**

Planning/Status

**Minutes recorded by:** Paul Russell

**Members Present:** Paul Russell, Chief Technology Officer; Matt Coppler, Town Manager, Lynn Nenni Finance Director (TOE); Jeff Schumann, Superintendent

**Special Guest:** None

**Members Absent:** Tony Littizzio, Business Office Manager (BOE)

**Review of Prior Meeting's Minutes:** Approved as presented

**Discussion:**

**Project Status:**

Current Active and requested Projects listing provided to group. Status and updates reviewed with no concerns with timelines or resources.

**Budget Information:**

Paul provided breakout costs for the new network. The costs were calculated based upon port count and network resource utilization. The BOE utilizes 63% of the network, and the TOE utilizes the remaining 37%. All agreed this was a fair and equitable way to distribute the costs of the network lease. The costs per year for Schedule 12 starting in 2014 will be \$264,864 for the lease and \$51,310 for the annual Maintenance or \$316,174 combined. Based upon the breakout the BOE will be responsible for \$199,190. The TOE will be responsible for \$116,984.

**Miscellaneous:**

Home Access Discussion – user experience at home is different than at work making it very unusable from a remote location. Features available at work allow for favorites, same login and personalized access, etc. VPN access is much more cumbersome to use than local access. Paul is working to get solutions in that make the user experience the same from anywhere at anytime on any device. Stoneware is a solution that is currently being tested to meet these needs and requirements.

Jeff would like all administrators and teachers to have remote access as a default.

Matt announced that the Assessor and Tax offices will move to basement of town hall in old IT offices. There will be major renovations including taking out of the electrical panel specified for the IT area. All devices will be part of the main electrical feed for the building. Floor plans will be made available to IT from LP Consultants to plan for move.

Request for IT Services to provide leadership and introduction to Departments on Data Mining of information out of Munis for report requests and procedures required for annual, monthly and weekly reporting needs. All users should be able to execute their own reports out of Munis. Crystal Reports should be created, only if there are no corresponding Munis canned reports that can be exported to Excel. Lynn added that most of the Munis canned reports are all what the departments need, but may not know where or when to run them. A class in exporting these reports to Excel will be provided. Jeff had asked that there be classes in MS Office especially Excel be provided as part of IT Services. Lynn concurred that there are many people who could use an intro and some advanced classes in Excel.

Discussion included HW & SW Procedures and approvals for purchases in that IT should be consulted prior to purchase.

Jeff notified Paul that there was an incident that someone's network access was removed without prior authorization. The group discussed the proper protocols for account deactivation and modifications. All agreed that only the following positions have the authority to request the **immediate** removal, disabling, or changing of access privileges to any employee account:

1. Town Manager or Superintendent
2. Human Resource Directors
3. Chief Technology Officer

The process is as follows: Anyone requesting an account to be disabled must get approval from the HR Directors, Town Manager, or Superintendent of schools. The request is then called into Chief Technology Officer or designee to complete the request.

All standard or non-immediate requests for account modification can be submitted as a service request by the immediate supervisor through [ithelp@enfield.org](mailto:ithelp@enfield.org).

**Next Meeting:**

**September 9, 2012 11:00 Henry Barnard School – Admin Conference Room**

Respectfully Submitted,

Paul Russell  
Chief Technology Officer  
Town of Enfield

**ENFIELD PUBLIC SCHOOLS  
FY 2013 GRANTS**

<u>APPROVAL FOR FY2013</u>	<u>Award</u>	<u>Approval Date</u>
Adult Education - (Grant Portion)	\$ 83,461.00	7/12/2012
Adult Education - Cooperative	\$ 53,929.00	7/12/2012
Adult Ed - Literacy Volunteers	\$ 13,395.00	7/12/2012
** Adult Education Program Improvement Project	\$ 70,000.00	8/22/2012
Perkins	\$ 61,315.00	pending
Head Start State Grants (Enhancement, Extended Services, Early Link)	\$ 130,391.00	8/6/2012
Head Start Federal Grants (FY 3/1/12 - 2/28/13)	\$ 813,799.00	3/12/2012
JFK After School Program	\$ 125,338.00	8/22/2012
* Education for Homeless Children and Youth	\$ 10,000.00	rejected
IDEA Section 611, Special Education Assistance	\$ 1,281,040.00	Preliminary Approval
IDEA Section 619, Preschool Education	\$ 52,732.00	Preliminary Approval
Parent Leadership (year 2)	\$ 19,784.00	8/17/2012
*** Title I	\$ 711,880.00	pending
Title II	\$ 134,451.00	pending
Title III	\$ 12,341.00	pending
Sheff Open Choice	\$ 53,775.00	pending
<b>TOTAL</b>	<b>\$ 3,627,631.00</b>	

**Notes:**

All pending applications are for FY2013 school year.

\* First time applying for grant

\*\* Ad Ed Program Improvement Project reduced by \$170,000

\*\*\* Title I allocation is a preliminary amount, down \$99,462 from 2012



**CERTIFIED PERSONNEL MATTERS  
AUGUST 27, 2012 THROUGH SEPTEMBER 21, 2012**

**HIRED:**

<b><u>NAME</u></b>	<b><u>DOH</u></b>	<b><u>POSITION / LOCATION</u></b>
Christopher Colburn	09/04/12	Social Worker / Fermi & JFK
Mary Kate Walsh	09/04/12	Guidance Counselor / Enfield St & Memorial
William Barrett	09/17/12	Math / JFK Middle

**NON-CERTIFIED MATTERS  
AUGUST 27, 2012 THROUGH SEPTEMBER 21, 2012**

**NONE**

SECOND  
READING

**ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT**

**SUPERINTENDENT JOB DESCRIPTION:**

**2110.**

**TITLE: Superintendent of Schools**

**RESPONSIBLE TO: Board of Education**

The Superintendent of Schools is the chief executive officer of the Board of Education and is responsible to the Board for the most effective and efficient operation possible within resources allocated.

**PERFORMANCE RESPONSIBILITIES:**

**General**

1. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
2. Interprets and clarifies the purposes and needs of the school system to Board, staff, and public.
3. Coordinates the total educational program and provides leadership in its development and improvement.
4. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
5. Reports to the Board matters material to the understanding and proper management of the schools.
6. Employs personnel as may be necessary within the limits of budgetary provisions. No position may be filled unless the Board has previously approved a Position Description for that position. Periodically provides the Board of Education with lists of appointees, such lists to become a part of official Board of Education minutes. Administrative and supervisory personnel are subject to the approval of the Board.
7. Makes all administrative decisions within the school system necessary to the proper function of the school district.
8. Administers the appropriate implementation of all constitutional or statutory laws, state and charter regulations, and Board policies.
9. Exercises power to make regulations and gives such instructions to school employees and students as may be necessary to implement Board policy.

10. Acts at own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
12. Assumes responsibility for the effective and efficient operation of the schools, and the various specialized areas of administration including pupil services, business management, plant management, transportation, and research.
13. Initiates and guides the development of policies for Board consideration, and develops such administrative regulations and procedures as may be necessary to implement Board policies.
14. Performs annual performance evaluation on immediate subordinates.
15. Shall have the authority to close the schools temporarily, whenever conditions, in his judgment, are such as to endanger the health and well-being of students.
16. In cooperation with the Chairperson of the Board **and Executive Committee**, prepares the agenda for meetings of the Board of Education.
17. Attends and participates in all regular and special meetings of the Board.
18. Performs such other tasks as may from time to time be assigned by the Board.

#### **Noninstructional**

1. Assumes responsibility for the overall financial planning of the district for the preparation of the annual budget, and submits it to the Board for review and approval.
2. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget. Shall approve for correctness bills, accounts, and payrolls for all employees.
3. Guides the process of fiscal planning and budgetary development and interpretation.
4. Files, or causes to be filed, all reports required by the state and the Enfield Board of Education.
5. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.

- 101  
102 6. Maintains adequate records for the schools, including a system of financial  
103 accounts; business and property records; and personnel, school population,  
104 and scholastic records. Acts as custodian of such records and of all  
105 contracts, securities, documents, title papers, books of records, and other  
106 papers belonging to the Board.  
107

108 **Instructional**  
109

- 110 1. Defines educational needs and formulates policies and plans for  
111 recommendation to the Board.  
112  
113 2. Formulates school objectives, policies, plans, and programs; and prepares  
114 (or causes to be prepared) and presents facts and explanations necessary to  
115 assist the Board in its duty of legislation for the schools.  
116  
117 3. Recommends the establishment or alteration of attendance boundaries for  
118 all schools in the interest of good administration of the instructional  
119 program, and approves the special transfer of students from one neighboring  
120 district to another only when, in the superintendent's opinion, conditions in  
121 each case warrant such action.  
122  
123 4. Represents the schools before the public, and maintains, through  
124 cooperative leadership, both within and without the schools, such a program  
125 of publicity and public relations as may keep the public informed as to the  
126 activities, needs, and successes of the schools.  
127  
128 5. Maintains directly or through delegation such personnel records, pupil  
129 accounting records, business records, and other records, which are required  
130 by law and by Board policy.  
131  
132 6. Keeps abreast of latest educational trends by the most effective means.  
133  
134 7. Studies and revises, together with the staff, all curriculum guides and  
135 courses of study, on a continuing basis.  
136  
137 8. Authorizes field trips of an educational nature.  
138  
139  
140  
141  
142

143 **Approved: November 28, 1978**

144 **Revised: March 13, 1989**

145 **Revised: November 25, 2008**

146 **Revised:**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT

SECOND  
READING

**PURPOSES OF EVALUATION - SUPERINTENDENT  
OF SCHOOLS:**

2110.1

The Enfield Board of Education shall perform an annual evaluation of the Superintendent of Schools, based upon predetermined criteria, to be a necessary step in the growth and development of its educational system.

It is the intent of the Board of Education that the evaluation procedure will enable the Superintendent to:

- Understand with increasing accuracy the scope of the Superintendent's duties and responsibilities.
- Establish long and short term goals.
- Place priorities on tasks, which are most critical in the performance of duties and responsibilities.
- Clarify relationships with those the Superintendent directs and supervises and with those who direct and supervise the Superintendent.
- Improve the Superintendent's own day-to-day operational efficiency, enhance self-image and increase job satisfaction.
- Understand better how the Superintendent is doing from the point of view of those to whom the Superintendent looks for advice, counsel and guidance.
- Receive commendation for accomplishments.
- The annual objectives are to be provided through a cooperative effort between the Board and the Superintendent ~~no later than December 31<sup>st</sup> for the upcoming contractual year~~ **in accordance with the guidelines and criteria as may be mutually agreed upon by the Board and Superintendent.**

**Date Submitted: 12/05/78**

**Date Approved: 12/12/78**

**Policy Revised: 11/25/08**

**Policy Revised:**



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

SECOND  
READING

**STANDING COMMITTEES OF THE BOARD**

9133.

The Board of Education shall maintain four Standing Committees in the areas of Finance, Policy Review, Curriculum and Personnel. as set forth herein in sections 1 - 4 below.

The chairperson, with approval of the Board, may appoint any special committee and/or advisory committees to the Board. Committees considered Special or Advisory will receive their duties at the time of appointment and the committee shall be considered dissolved when its final report has been made to the Board or upon being dissolved by the Board

The Chairperson of the Board shall appoint up to three (3) Board members to each committee membership and shall be an ex officio member of each committee. The Standing Committee Chairperson or designee shall report to the full Board items requiring official actions.

The Board shall act as a committee of the whole in final consideration of all matters except where otherwise authorized by law.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute.

**Section 1: Executive, Personnel and Administrative Committee**

The Executive Committee shall be composed of the Board of Education Committee Chairperson, Vice-Chairperson, and two other members of the Board constituting an equal representation from both major parties. The Chairperson of the Board shall be chairperson of the Executive Committee and shall appoint a secretary. In the interim between Board meetings, the Executive Committee is empowered to transact any business of which the Board is capable, except for those matters that would be in contravention of the laws of the United States. The Superintendent shall be the Leadership Cabinet liaison to the committee. The minutes of the meetings of the Executive Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the Executive Committee since the last meeting of the Board shall be reported to the Board.

This committee will provide input to the Board of Education Chairperson and the Superintendent on the construction of Board meeting agendas. The committee shall advise the school administration on personnel policy development and shall assist the administration when appropriate in interviewing applicants for administrative vacancies.

Other responsibilities may include:

51  
52 **Recommends an evaluation system for various categories of personnel;**

53  
54 **Implements the Superintendent's evaluation program;**

55  
56 **Appoints the Chairpersons of the negotiating teams;**

57  
58 **Recommends salary annually for the supervisory and confidential**  
59 **personnel;**

60  
61 **Reviews staffing requirements periodically;**

62  
63 **Reviews position descriptions and functional requirements periodically;**

64  
65 **Acts as the initial Board contact on all personnel and grievance matters;**

66  
67 **Represents the Board in liaison sessions with the faculty and bargaining**  
68 **units;**

69  
70 **Recommends action to the entire Board that the committee deems**  
71 **appropriate for the Board to consider.**

72  
73 **Section 2: Curriculum Committee**

74  
75 **The chairperson of the Curriculum Standing Committee shall appoint a**  
76 **secretary for the committee. The Chief Academic Officer shall be the**  
77 **Leadership Cabinet liaison to the committee. This committee shall consider**  
78 **and make recommendations concerning the District's Board policies of**  
79 **education and research. This committee reviews major areas of curriculum**  
80 **development, regular/special education services, pupil assessment, long-term**  
81 **program review and program revisions. Committee members consider the**  
82 **Board's priorities in curriculum areas. The committee reports its findings to**  
83 **the Board and suggests programs and policy modifications that may be**  
84 **appropriate in curriculum and program areas. New program activities**  
85 **undertaken by the district, the implementation of new curricula, or the**  
86 **piloting of new programs would be topics of particular interest. The**  
87 **committee shall review research on the curriculum and program changes and**  
88 **report its recommendations to the Board. The committee shall review**  
89 **proposals concerning student courses, ensure the Board's familiarity with**  
90 **district educational programs, monitor achievements and cause the**  
91 **evaluation of education programs.**

92  
93 **Other responsibilities may include:**

94  
95 **Conduct or coordinates curriculum studies undertaken by the Board;**

96  
97 **Periodically reports to the Board on the status of the curriculum and**  
98 **suggest area in need of study;**

99

Periodically studies and reports on student progress and on standardized test results;

Studies and recommends textbook usage;

Evaluates curriculum in view of school population trends;

Recommends budget changes in view of curriculum developments;

Assumes like responsibilities for extra-curricular and co-curricular activities.

### **Section 3: Student Issues Committee**

The chairperson of the Student Issues Standing Committee shall appoint a secretary for the committee. The Deputy Superintendent shall be the Leadership Cabinet liaison to the committee. This committee shall review matters affecting students of the District, normally those not relating to the academic program, consider proposals on such matters, report and provide recommendations thereon to the Board as may be required.

Other responsibilities may include:

Reviewing Fundraising Policies;

Reviewing Public Relation Policies;

Reviewing the Transportation Policies;

Hearing appeals concerning school transportation and making recommendations to the entire Board for their official action;

Recommending action to the entire Board that the committee deems appropriate for the Board to consider.

### **Section 4: Finance, Budget Committee**

The chairperson of the Finance and Budget Committee shall appoint a secretary for the committee. The Chief Finance Officer of the District shall be the Leadership Cabinet liaison to the committee. This committee shall be concerned with the preparation of the budget and periodic reviews of the actual expenditures as compared to the budget. The committee works with the Superintendent of Schools in developing a recommended budget for the Board. As such, the committee reviews the budget development process, analyzes the budget document and makes public presentations as necessary. The committee shall offer recommendations regarding accounting procedures and alternative expense saving suggestions. The committee will insure an audit annually and report to the Board of Education when it is completed. The committee shall monitor the fiscal activities of the school district, including reviewing the monthly financial statement and annual end of year

transfer report, and shall review and make recommendations concerning the annual audit and recommend annual budget guidelines and priorities.

**Other responsibilities may include:**

**Recommends special internal audit needs;**

**Reviews and reports on accounting and purchasing procedures;**

**Recommends the annual budget schedule and parameters;**

**Represents the Board during various budget preparation stages.**

**Adopted: November 25, 1997**

**Revised: October 22, 2002**

**Revised: February 12, 2008**

**Revised:**

ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT

SECOND  
READING

**ORDER OF BUSINESS AND BOARD OF EDUCATION**  
**MEETING CONDUCT**

9368

This policy generally describes the items to be discussed and actions to be taken at Board Meetings. The sequence of the agenda is defined below:

1. Call to Order
2. Invocation or Moment of Silence
3. Pledge of Allegiance
4. Fire Evacuation Announcement
5. Roll Call
6. ~~Approval of Minutes~~ **Board Guests**
7. ~~Board Guests~~ **Approval of Minutes**
8. ~~Correspondence & Board Communications~~ **Approval of Accounts and Payroll**
9. ~~Audiences~~ **Correspondence & Board Communications**
10. ~~Board Members' Comments~~ **Superintendent's Reports**
11. ~~Superintendent's Reports~~ **Audiences**
12. ~~Board Committee Reports~~ **Unfinished Business**
13. ~~Approval of Accounts and Payroll~~ **New Business**
14. ~~Unfinished Business~~ **Board Committee Reports**
15. ~~New Business~~ **Board Members' Comments**
16. Executive Session
17. Adjournment

Type of Meeting: Define whether this is a regularly scheduled meeting, where agenda items can be added; a special meeting where, according to the Freedom of Information Commission only items listed on the agenda may be discussed; or an Emergency meeting where only those items listed on the agenda may be discussed.

Place of Meeting: Self explanatory.

1. Call to Order: The Chair declares the meeting started.
2. Invocation or Moment of Silence: Self explanatory.
3. Pledge of Allegiance: Self-explanatory.
4. Fire Evacuation Announcement: A fire/safety announcement must be made after the meeting is called to order. This is required for any public meetings held per fire regulations.

51	5. Roll Call	Self-explanatory.
52		
53	<b>Items 6-17 have been reordered to reflect the order above.</b>	
54		
55	6. Board Guests:	The Board will receive invited guests (individuals
56		and/or groups) who have been invited to attend
57		the meeting by the Board. These invitations may
58		be related to recognition awards presentations to
59		the Board, or consultant reports to the Board.
60		
61	7. Approval of Minutes:	See: Approval of Minutes in Policy #9368.1.
62		
63	8. Approval of Accounts	During this portion of the Board's Finance
64	and Payroll:	Committee reports on the amount of expenditures
65		during previous periods and the Board acts upon
66		this report.
67		
68	9. Correspondence and <u>Board</u>	
69	Communications:	
70		
71	Correspondence:	The Secretary reads, or highlights letters and
72		petitions received by the Board or members of the
73		Board that are of general interest to the
74		community.
75		
76	10. Superintendent's Report:	During this portion of the meeting, the
77		Superintendent or his/her designee will report to
78		the Board items listed on the agenda or of interest
79		concerning the school system or education in
80		general.
81		
82		
83	11. Audiences:	During this period any resident or taxpayer of
84		Enfield, Employee of the Board, or Citizen with an
85		interest in our school system may address the
86		Board on issues concerning the school. When
87		addressing the Board, the members of the
88		audience will state their name and address;
89		refrain from making personal attacks on
90		individuals. Since the Board meetings are held to
91		conduct the Boards' business in public, and are
92		not meetings with the public, the chair acting on
93		behalf of the Board has the right to limit the
94		overall length of time devoted to the audience
95		participation, and/or the length of time
96		individuals may spend when addressing the
97		Board.
98		
99	12. Unfinished Business:	In this portion of the meeting those agenda items
100		left over from previous meeting are discussed

and/or acted upon.

13. New Business:

In this portion of the meeting new items to be discussed and/or acted upon are handled.

14. Board Committee Reports:

During this portion of the meeting Committees of the Board on various committees will report on the significant activities of these committees. When a Board Committee submits their final report to the Board during this portion of the meeting, the report may be discussed during this time, and the Board may act to accept or reject the report during this portion of the meeting.

15. Board Members' Comments:

During this portion of the meeting any Board member may bring up verbal communications they have received, communicate ideas or concerns to other Board Members of the Administration, or any one member may request that an item be placed on a future agenda for reaction by the Administration and/or discussion by the Board.

16. Executive Session:

During this portion of the meeting only the Board and those individuals the Board requests to attend are present. Only those matters listed on the agenda and permitted by the Freedom of Information Act (i.e. personnel, negotiations, pending litigation, real estate, etc.) are discussed.

17. Adjournment:

The End of the Meeting. This will be no later than 11:00 PM unless the Board is in Executive Session or six members of the Board vote to extend the meeting.

Procedural issues not defined in this or other Board Policies, will be determined by Federal, State or Local Statutes if addressed there or Roberts Rules of Order.

**Policy Adopted: March 11, 1991**

**Policy Amended: March 28, 1994**

**Policy Amended: February 27, 1996**

**Policy Amended: February 25, 1997**

**Policy Amended: March 27, 2007**

**Policy Amended: December 11, 2007**

**Policy Revised:**