

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Time-Place:

**Council Chambers
820 Enfield Street
Enfield, CT
7:00 PM Regular Meeting**

Date: 10/10/17

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Vincent M. Grady**
- 3. Pledge of Allegiance – Vincent M. Grady**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
 - a. Athletic Department Special Recognition**
- 7. Superintendent's Report**
 - a. Student Representatives**
 - b. Stowe Early Learning Center Open House**
 - c. Jack-O-Lantern Festival**
 - d. Standards Based Report Card Parents Night**
- 8. Audiences**
- 9. Board Members' Comments**
- 10. Unfinished Business**
- 11. New Business**
 - a. Policy Revisions - Approve the 9000 Series**
- 12. Board Committee Reports**

a. Building Committee	d. Leadership Committee
b. Curriculum Committee	e. Policy Committee
c. Finance Committee	f. Any Other Committees
- 13. Approval of Minutes:**
 - Special Meeting Minutes – September 26, 2017**
- 14. Approval of Accounts and Payroll**
- 15. Correspondence and Communications**
- 16. Audiences**
- 17. Executive Session**
- 18. Adjournment**



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: October 10, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Board Guest(s)

- a. **Athletic Department Special Recognition:** Tonight, we welcome our Athletic Director Cory O'Connell, Enfield High School Teacher and Cross Country Coach Rob Barnes and John F. Kennedy Middle School Teacher and Assistant Cross Country Coach Leann Cerpovicz.

The Enfield High School Athletic Department would like to recognize Enfield High School student Antonios Patetos for his demonstration of "true sportsmanship and character" during a cross country meet versus Hall High School on September 26, 2017. Coach Barnes and Assistant Coach Cerpovicz will speak on behalf of Antonios and the example he displayed.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: October 10, 2017
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. **Stowe Early Learning Center Open House:** The Stowe Early Learning Center will hold an open house on Thursday, October 12th. You are invited to visit the EPS Integrated Pre-Kindergarten program, the EPS PK STEAM Academy, the Town of Enfield Child Development Center, the Town of Enfield Family Resource Center and KITE – Key Initiatives to Early Education. Enclosed in your packet is a flyer about this open house.
- c. **Jack-O-Lantern Festival:** The 17th Annual Jack-O-Lantern Festival will be held on Saturday, October 14th at 4:00 PM on the Enfield Town Green. Families are encouraged to attend this fun family event and attempt to break the record of carved and illuminated pumpkins. Also enclosed in your packet is a flyer about this Enfield tradition.
- d. **Standards Based Report Card Parents Night:** The Standards Based Report Card Committee and Elementary Principals will hold a standards-based grading/report card informational session for K-5 families at Enfield High on Monday, October 23rd at 6:00 PM. A SchoolMessenger notification will be sent out about this event.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: October 10, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Policy Revisions – Approve the 9000 Series

The members of the Policy Committee and Mr. Longey have been diligently working on reviewing the Board Policies. Board members were electronically sent the 9000 series to review prior to the Board meeting. Tonight, the Board will approve the entire 9000 policy series prepared by CABE. Mr. Regnier, the Policy Committee Chair or Mr. Longey, may have some additional comments regarding the process to share with the Board.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the 9000 series as presented.

Item # 7a.



EHS Student Representative Report – October 10, 2017

- EHS College Fair will be held on October 25th at 7:00 PM in the Enfield High School Gym;
- Meet the Candidates Night will be held on October 26th at 6:00 PM in the John F. Kennedy Middle School Café;
- Youth Vote Debates will be held on October 30th and November 1st at 7:00 PM in the Enfield High School Auditorium.

Item #76.

Stowe Early Learning Center

Play. Grow. Learn.

- EPS Integrated Pre-kindergarten Program
- EPS PK STEAM Academy
- Town of Enfield Child Development Center
- Town of Enfield Family Resource Center
- KITE— Key Initiatives to Early Education



YOU'RE INVITED!!!

Please join us for our

OPEN HOUSE!

Thursday October 12, 2017

5:30-7:00

Drop in, visit your program, and explore our shared spaces!

In an effort to help restore communities struck with hurricane disaster, the programs housed at Stowe Early Learning Center have adopted a school and a child care center to support. We will be collecting items at Open House. Your participation will enter you into a raffle! More information will follow.

Come One, Come All

Residents of Enfield and all surrounding towns
mark your calendars now!!

Enfield's 17th Annual Jack-O-Lantern Festival Saturday, October 14

4:00 pm - 8:00 pm on the Enfield Town Green

.....

Wristbands (required for all activities):

\$5 for each child who brings a carved pumpkin

\$10 for each child who does not bring a carved pumpkin

Help us break the record of 1,142 carved and lighted jack-o-lanterns.

Festival activities include:

DJ, Costume Parade at 5:00 with prizes, Lawn Games, Trick-or-Treat Stations, Wheel of Chance, Inflatables, Hayrides, Hoop Shoots, Raffles and more!!!

A variety of food and beverages will be available at reasonable prices.

FOR MORE DETAILS...visit our website www.enfieldjolf.org



CO-SPONSORED BY ENFIELD PUBLIC & PAROCHIAL SCHOOLS

Item # 11a

CABE Policy Service

Connecticut Association of Boards of Education, Inc.

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

September 20, 2017

RECEIVED

SEP 22 2017

SUPERINTENDENT
ENFIELD PUBLIC SCHOOLS

Mr. Andrew Longey
Deputy Superintendent of Schools
Enfield Public Schools
Alcorn School
1010 Enfield Street
Enfield, CT 06082

Dear Mr. Longey:

Enclosed is clean copy of Series 9000 (Bylaws of the Board). This series have been reviewed and approved by the Enfield Board of Education Policy Subcommittee and are now ready to be brought before the Board for adoption.

Please contact me if you have any questions or concerns regarding this committee-approved packet.

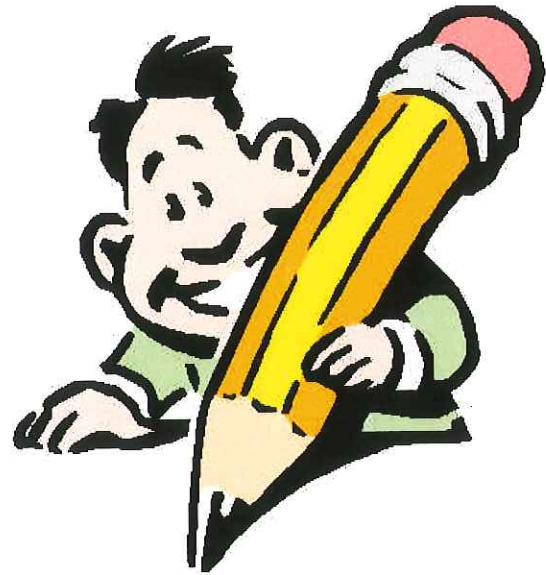
Sincerely,



Pamela Brooks
Senior Administrative Associate
for Policy/Search Service

Enclosures

pb



JUST A REMINDER TO POLICY REVIEW COMMITTEE

Please make all changes/modifications in **RED PEN and return THIS ENTIRE WORKING PACKET (with an adoption date) back to CABA for processing of the third and final draft.**

We will return the final printed copies that will be placed in your Policies, Regulations and Bylaws Manual.

Packet Return Reminder

Attention to Policy Review Committee, Superintendent and Superintendent's Assistant—Please do **NOT** retype this packet. Please make all changes with **red pen** to this hard copy and return back to CABE for processing.

When returning this packet back to CABE, please take a moment to be sure you've included the following:

- ☐ Is the **Table of Contents** included?
- ☐ Are the **rejections** included the packet?
- ☐ **Are all the additions and revisions marked clearly in RED pen?**
- ☐ Has all optional/alternate language been selected or marked for deletion?
- ☐ If the Board adopted this packet, did you provide an **adoption date**?

Is the entire packet (Series) complete? ☐ Yes ☐ No

If you answered "no" to the above question, how much of the packet is included (e.g., 1/2, 1/4, etc...)? _____



ENFIELD PUBLIC SCHOOLS

BYLAWS OF THE BOARD

SERIES 9000

Bylaw Number

0.	Role of Board and Members (Powers, Purposes, Duties).....	9000	B
	A. Legal Responsibilities of Boards of Education.....	9012	B
	B. Public Statements		
	C. Commitment to Democratic Principles in Relation to Community, Staff and Students	9030	B
	D. Board-Related Responsibilities.....	9040	B
1.	Organization		
	A. Number of Members; Terms of Office	9110	B
	B. Officers and Auxiliary Personnel.....	9120	B
	(1) Chairperson	9121	B
	(2) Vice-Chairperson	9122	B
	(3) Secretary	9123	B
	(4) Recording Secretary/Clerk.....	9124	B
	(5) Attorney.....	9125	B
	C. Committees.....	9130	B
	(1) Committee of the Whole.....	9131	B
	(2) Standing Committee	9132	B
	(3) Special/Advisory Committees	9133	B
	D. Board Consultants	9150	B
	E. Student Representation on Board of Education.....	9160	B
2.	Members		
	A. Election		
	(1) Filling Vacancies	9221	B
	(2) Resignation/Removal from Office	9222	B
	B. New Board Member Orientation	9230	B
	C. Conflict of Interest.....	9270	B
	(1) Code of Ethics.....	9271	B
	(2) Code of Conduct on Data Use	9272	B
	(3) Civility.....	9273	B
3.	Methods of Operation.....	9300	B
	A. Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	9310	B
	(1) Formulation, Adoption, Amendment of Policies.....	9311	B
	(2) Formulation, Adoption, Amendment of Bylaws.....	9312	B
	(3) Formulation, Adoption, Amendment of Administrative Regulations	9313	B
	(4) Suspension of Policies, Bylaws, Regulations.....	9314	B

ENFIELD PUBLIC SCHOOLS

BYLAWS OF THE BOARD

SERIES 9000

Bylaw Number

B.	Meetings		
(1)	Time, Place, Notification of Meetings	9321	B
(2)	Work Sessions.....	9321.1	B
(3)	Annual Organization Meeting	9321.2	B
(4)	Public and Executive Sessions	9322	B
(5)	Construction of the Agenda.....	9323	B
(a)	Advance Delivery of Meeting Materials.....	9324	B
(6)	Meeting Conduct		
(a)	Quorum.....	9325.1	B
(b)	Order of Business	9325.2	B
(c)	Consent Agenda	9325.21	B
(d)	Parliamentary Procedures.....	9325.3	B
(e)	Vote Recording.....	9325.4	B
(f)	Attendance at Meetings via Electronic Communications.....	9325.43	B
(g)	Requests for Information by Board Members	9325.5	B
(6)	Minutes/Taping/Broadcasting	9326	B
(a)	Taping/Recording Board Meetings.....	9326.1	B
(7)	Electronic Mail Communications Among Board Members.....	9327	B
C.	Board/School System Records.....	9330	B
D.	Exhibit File	9330.1	B
E.	Hearings.....	9350	B
4.	Public Announcement of Accomplishments.....	9410	B

Existing bylaw, presently numbered 8110 adopted 10/13/09, appropriate as renumbered, except for addition of legal reference.

Bylaws of the Board

Role of the Board of Education

“The Board’s function is to insure that:

1. The educational system has acceptable purpose, direction, plan and policy;
2. The administration is managing effectively in accordance with such purpose, direction, and plan and in accordance with state and federal regulations;
3. The future health of the educational system is not jeopardized by the risks to which its financial resources, human resources and public image are exposed.”

The Board shall work through the administration and staff to achieve these functions while retaining their responsibility to be a policy making body.

Legal Reference: Connecticut General Statutes

1-200 Definitions.

10-186 Duties of local and regional boards of education.

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules.

10-240 Control of schools.

10-241 Powers of school districts.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 8251 adopted 10/13/09, appropriate as renumbered, except for addition of legal reference.

Bylaws of the Board

Responsibilities and Duties of Board of Education Members

The Board of Education should make every effort to sustain a high level of professionalism in the school system. In order to maintain appropriate standards it is essential that individual Board members exhibit civility, integrity, and a willingness to apply themselves wholeheartedly to the business of supporting and governing the school system. Board members have the following basic duties and responsibilities:

1. To be aware of state school laws, regulations of the Department of Education, district policies, rules and regulations;
2. To have a general knowledge of the educational aims and objectives of the system;
3. To thoroughly prepare for Board meetings;
4. To participate, if possible, in the various training opportunities that are offered locally, regionally, and nationally for Board members to become better informed Board members;
5. To work harmoniously with other Board members without trying to either dominate or neglect one's share of the work;
6. To vote and act impartially in Board meetings for the benefit of the school district, students and residents of the town;
7. To accept the will of the majority vote and give support to the resulting policy;
8. To refer all suggestions and complaints from constituents to the Superintendent and, or Board, and to abstain from individual counsel and action;
9. To understand the individual Board member has no authority when the Board is not in session unless authorized by the Board;
10. To make no promise or commitment on school questions unless they are fully discussed and acted upon in a Board meeting;
11. To hold confidential all matters properly discussed in executive session of the Board and all matters pertaining to the schools that, if discussed, might needlessly injure individuals or the schools;
12. To immediately object to public matters that may be inappropriately brought up during executive session;

Bylaws of the Board

Responsibilities and Duties of Board of Education Members (continued)

13. To make every reasonable attempt to remedy any and all complaints and objections about procedures with members of the Board and the Superintendent before making them a matter of public controversy;
14. To represent the Board and the district schools to the public in such a way as to promote both interest and support for public education and educational opportunities in the community.

Legal Reference: Connecticut General Statutes

1-200 Definitions.

10-186 Duties of local and regional boards of education.

10-220 duties of boards of education.

10-221 Boards of education to prescribe rules.

10-240 Control of schools.

10-241 Powers of school districts.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

New bylaw to consider.

Bylaws of the Board

Commitment to Democratic Principles in Relation to Community, Staff, Students

Board-Staff Communications

The Enfield Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. Staff Communications to the Board

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (cf. 4135.4 and 4235.4 re Complaints/Grievances)

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

2. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (cf. 9020 - Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

Bylaws of the Board

Commitment to Democratic Principles in Relation to Community, Staff, Students (continued)

4. Social Interaction

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;
- C. Contested issues that may require final resolution by the Board.

(cf. 2220 - Representative and Deliberative Groups re staff involvement in decision making)

(cf. 5145 - Civil and Legal Rights & Responsibilities)

(cf. 9133 - Special/Advisory Committee re: staff advisory committee and student advisory committee)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Duties of the Board

State statute charges the Board of Education to "maintain good elementary and secondary schools" and to "give all the children of the town as nearly equal advantages as practical." In carrying out this duty, the Board is directed to serve the interests of the State as well as those of the Town.

To assist in determining the interests of the Town, the Board will be receptive to community opinion on local educational matters. However, the Board cannot delegate to local individuals or groups its authority for establishing educational policy and its control of the schools.

The Board of Education will base its actions on the welfare of the students. In so doing, it will endeavor to secure maximum educational benefit for every dollar spent.

The following guidelines will govern the activities of the Board:

1. Board members will never use their position on the Board for personal gain.
2. Board members must understand that their primary responsibility is to establish policy.
3. The local school district has been created as a unit of the state government. This means that a local Board is responsible both to the local community and to state government. The Board of Education member is a state official functioning at a local level.
4. All Board members will abide by the principle of majority rule.
5. Board members should make no promise of commitments on school questions unless they are fully discussed and acted upon in the Board meeting.
6. The individual Board member has no authority when the Board is not in session unless authorized by the Board.
7. The local Board of Education should function independently of other local government bodies, except as provided by state law and town charter.
8. Board members will recognize that authority rests only with the whole board assembled in meeting, and will make no personal promises nor take any private action which may compromise Board.

Bylaws of the Board

Duties of the Board (continued)

9. Board members will acknowledge that the Board represents the entire school community, and a member will refuse to surrender his or her independent judgment to special interest of partisan political groups.
10. Board members will respect the confidentiality of executive session.
11. Board members will arrive at conclusions only after discussing all aspects of the issue at hand with other board members in meeting. Opinions of Board members with differing points of view will be respected.
12. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education

10-232 Restrictions on employment of members of the Board of Education.

C7-2, Powers and Duties

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Number of Members, Terms of Office, Oath of Office

The Enfield Board of Education consists of 9 members who are elected bi-ennially. No more than five (5) of whom shall be of the same political party.

Terms of Office

The term of office of a school Board member shall be for two years. Members shall take office at the first regularly scheduled meeting in November after the elections. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or their designee.

Term of Board Officers

All officers of the Board shall hold office for a term of one year and until their successors are elected and have qualified, except in case of removal as provided in 9222.

Legal Reference: Enfield Town Charter, November 2014

Section 2 (b): Municipal Elections

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaws, presently numbered 9130 and 9130.1, adopted 10/13/09, appropriate as combined and renumbered, except for addition of legal reference.

Bylaws of the Board

Officers of the Board of Education

Chairman - the Chairman shall preside at Board meetings.

She/he shall perform all duties imposed by statute.

She/he shall call all special meetings of the Board that she/he may deem necessary; and it shall be his/her duty to do so upon written request of one-third of the members of the Board.

Vice-Chairman – The Vice-Chairman shall preside at all meetings of the Board of Education when the Chairman is not present.

Secretary – The Secretary shall be responsible that an accurate record is kept of the actions of the Board; and that there are preserved reports of committees and communications addressed to the Board, reports of the Chairman of the Board, reports of the Superintendent, and all other Board records for which the Superintendent of Schools is not responsible.

The Secretary shall:

1. Perform all duties imposed by statute
2. In the absence of the Chairman and Vice-Chairman, conduct the meeting until a Chairman pro-tem has been elected.

Removal – The Chairman, Vice-Chairman or Secretary may be removed from their respective positions by a two-thirds vote (6) of the membership of the whole Board.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

Chapter IX Department of Education, Section 2: Organization.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Chairperson

The Chairperson shall preside at all meetings of the West Haven Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.
8. Assume such other duties as may be authorized by the Board.
9. Appoint a Clerk of the Board.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.

Bylaws of the Board

Chairperson (continued)

6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9020 - Public Statements)

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Office of the Vice-Chairperson

The Vice-Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.
4. In case of illness, resignation, or death of the Chairperson, the Vice-Chairperson, as deemed by the Board, becomes Chairperson for the unexpired term.

The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Secretary

A member of the Enfield Board of Education shall be elected Secretary and shall perform the duties assigned by law and the Board.

The Secretary shall be responsible for:

- Communicate all correspondence to the Board of Education
- Calling a Board of Education meeting in the absence of the Board Chair and Vice-Chair.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference: Connecticut General Statutes

10-218 Officer. Meetings.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Recording Secretary/Clerk

The Board of Education shall be staffed by an individual who will serve as Recording Secretary.

The Recording Secretary/Clerk shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson/President, and reports of the Superintendent.

Legal Reference: Connecticut General Statutes
 10-218 Officers.
 10-224 Duties of secretary.
 10-225 Salaries of secretary and attendance officers.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Attorney

The attorney of the Enfield Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Enfield Board of Education or the Superintendent.
3. Attend Enfield Board of Education meetings, conferences and other meetings as requested by the Board, Superintendent, Board Chairperson or Board committee.
4. Fulfill such other legal duties as the Enfield Board of Education may assign.

Legal services required by the District may include, but not be limited to:

1. Providing general legal advice to the Board and/or administration;
2. Assisting with labor negotiations;
3. Assisting with personnel matters;
4. Assisting with expulsions and other disciplinary matters;
5. Conduct and/or assist with pending or actual litigation involving the District;
6. Other specialized legal services; and
7. Attendance at Board meetings or other activities as appropriate.

The performance of the school attorney(s) shall be subject to annual evaluation by the Enfield Board of Education and the Superintendent. Such evaluation shall include the areas of efficiency and adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.

The Board retains the right to terminate the service of any attorney.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Committees

Committees of the Enfield Board of Education shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Duties of each committee shall be determined as a committee is formed.

Each committee may make a report through its Chairperson at each regular meeting of the Board of Education.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

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

The Board of Education shall act as a committee of the whole in final consideration of all matters.

Record Keeping

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

(cf. 9131 – Committee of the Whole)
(cf. 9132 - Standing Committees)
(cf. 9133 - Special/Advisory Committees)

Legal Reference: Connecticut General Statutes
 1-200 through 1-241 of the Freedom of Information Act.
 1-200 Definitions.
 1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Committee of the Whole

The Board of Education shall act as a committee of the whole in final consideration of all matters.

(cf. 9130 – Committees)

(cf. 9132 – Standing Committees)

(cf. 9133 – Special/Advisory Committees)

Legal Reference: Connecticut General Statutes

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9133 adopted 5/12/15, modified and with addition of legal reference.

Bylaws of the Board

Standing Committees

The Board of Education shall maintain four Standing Committees as set forth herein in sections 1 – 5 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 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.

Leadership Committee

The leadership 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 Leadership Committee and shall appoint a secretary. The Superintendent shall be the Leadership Cabinet liaison to the committee. The minutes of the meetings of the leadership 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 Leadership 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:

1. Recommends an evaluation system for various categories of personnel;
2. Implements the Superintendent's evaluation program;
3. Appoints the Chairpersons of the negotiating teams;
4. Recommends salary annually for the supervisory and confidential personnel;
5. Reviews staffing requirements periodically;

Bylaws of the Board

Standing Committees

Leadership Committee (continued)

6. Reviews position descriptions and functional requirements periodically;
7. Acts as the initial Board contact on all personnel and grievance matters;
8. Represents the Board in liaison sessions with the faculty and bargaining units;
9. Recommends action to the entire Board that the committee deems appropriate for the Board to consider.

Curriculum Committee

The Chairperson of the curriculum Standing Committee shall appoint a Secretary for the committee. The Chief Academic Officer shall be the Leadership Cabinet liaison to the committee. This committee shall consider and make recommendations concerning the District's Board policies of education and research. This committee reviews major areas of curriculum development, regular/special education services, student assessment, long-term program review and program revisions. Committee members consider the Board's priorities in curriculum areas. The committee reports its findings to the Board and suggests programs and policy modifications that may be appropriate in curriculum and program areas. New program activities undertaken by the district, the implementation of new curricula, or the piloting of new programs would be topics of particular interest. The committee shall review research on the curriculum and program changes and report its recommendations to the Board. The committee shall review proposals concerning student courses, ensure the Board's familiarity with district educational programs, monitor achievements and cause the evaluation of education programs.

Other responsibilities may include:

1. Conduct or coordinates curriculum studies undertaken by the Board;
2. Periodically reports to the Board on the status of the curriculum and suggest area in need of study;
3. Periodically studies and reports on student progress and on standardized test results;
4. Review and recommends textbook usage;
5. Evaluates curriculum in view of school population trends;
6. Recommends budget changes in view of curriculum developments;
7. Assumes like responsibilities for extra-curricular and co-curricular activities.

~~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.~~

Bylaws of the Board

Standing Committees

Student Issues Committee (continued)

Other responsibilities may include:

1. ~~Reviewing Fundraising Policies;~~
2. ~~Reviewing Public Relation Policies;~~
3. ~~Reviewing the Transportation Policies;~~
4. ~~Hearing appeals concerning school transportation and making recommendations to the entire Board for their official action;~~
5. ~~Recommending action to the entire Board that the committee deems appropriate for the Board to consider.~~

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:

1. Recommends special internal audit needs;
2. Reviews and reports on accounting and purchasing procedures;
3. Recommends the annual budget schedule and parameters;
4. Represents the Board during the various budget preparation stages.

Policy Committee

The Chairperson of the Policy 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 all Board policies and by-Laws to identify areas needing update for conformity with changes in local, state and federal law. All other standing committees shall recommend policy changes when appropriate to the Policy Standing Committee for advancement to the entire Board for consideration and adoption.

Bylaws of the Board

Standing Committees

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Special Committees/Temporary Committees/Ad Hoc Committees

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio member of each committee.

The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

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

Ad Hoc Committees

Ad Hoc committee members shall be designated in the first instance by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any member who is interested in attending Ad Hoc committee meetings may do so. They may not take part in the discussion.

In the event of vacancies on Ad Hoc committees, the Chairperson shall have the power to appoint new committee members. All appointments expire when the committee as a whole expires.

Upon completion of the assigned task, the committee will cease to function.

Record Keeping

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

(cf. 9130 – Committees)

(cf. 9131 – Committee of the Whole)

(cf. 9132 – Standing Committees)

Legal Reference: Connecticut General Statutes
 1-200 through 1-241 of the Freedom of Information Act.
 1-200 Definitions.
 1-226 Meetings of government agencies to be public.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Board Consultants

The Enfield Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, number 9160 adopted 10/13/09, modified.

Bylaws of the Board

Student Representatives

The Enfield Board of Education acknowledges the value of the insights, opinions and information that can be provided by members of the student body. To this end, it will be the policy of the Board to seat ~~one~~ **two students** from Enfield High School ~~and one student from Enrico Fermi High School~~ in nonvoting capacity at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the Board's decision-making process.

The following guidelines and procedures will be followed for the seating of the student representatives:

1. Student representatives shall attend as a guest and at the invitation of The Board.
2. Attendance at Board meetings shall be considered a school sponsored event and, as such, student representatives shall be subject to and comply with all Board policies as well as all school rules and regulations.
3. ~~One~~ ² ~~(1)~~ **Two** student representatives and ~~(1)~~ ² ~~alternate~~s representative shall be recommended by the student government body, subject to the approval of the building Principal. To be eligible the student must be a member of the Junior or Senior class in good standing (letter grade "C" average or above), cannot be ineligible for student activities and must have taken and passed a Civics course as a pre-requisite.
4. The Board of Education reserves the right to dismiss a student representative, by majority vote, who fails to attend three (3) Board meetings without being excused or other cause and call for the selection of a new representative. Student representatives may also be removed from their position of nonvoting representatives to the Board of Education by action of the building Principal, with input from the Faculty Advisor(s) of the student governing body.
5. Student representatives shall be recommended and appointed in the spring of the current school year for the following school year. ~~Except for the 2004-2005 school year, in which case the representatives shall be recommended upon the adoption of the Board policy for the remainder of the 2004-05 school year.~~
6. The term of office for student representatives shall be one (1) school year, normally beginning with the start of the school year.
7. Student representatives shall receive credit for participation as an Independent Study and shall report back to the student governing body and the teacher assigned as the advisor to the student governing body.

Bylaws of the Board

Student Representatives (continued)

8. After being appointed, Student Representatives will be given an orientation session by the Superintendent of Schools, a member of the Board of Education or their designee, the building Principal and a teacher advisor from the student governing body.

Privileges and Responsibilities

Student Representatives may:

1. Be able to attend all regular meetings of the Board of Education and may, at their option, attend special meetings or other public meetings of the Board of Education;
2. Receive copies of all regular meetings agendas, minutes and other pertinent information and publications which are made available to Board of Education members, except for Executive Session related material;
3. Comment under Board Comments on the agenda or make a report under Committee Reports;
4. Request through the Chairman or ranking Minority member to have an item placed on the agenda for a Board meeting;
5. Participate in discussion and speak on any motion or issue on the agenda unless deemed inappropriate by the Board;
6. Be eligible to sit on committees and sub-committees of the Board of Education if deemed appropriate by the Board and appointed by the Chairman.

Student Representatives may not:

1. Make motions or cast an official vote on any motion or resolution;
2. Attend executive session, "non-meetings," negotiation sessions or any other meeting deemed inappropriate by the Board.

Only those privileges and powers enumerated previously shall be regarded specifically as such; any and all other powers and privileges that might be deemed appropriate for the student representatives shall be decided upon by the Board of Education.

Legal Reference: Connecticut General Statutes
9-203 Number and term of members of boards of education.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaws, presently numbered 9120.1 adopted 10/13/09, modified and with addition of legal references.

Bylaws of the Board

Filling Vacancies

Any vacancy on the Board of Education, from whatever cause arising, shall be filled by appointment by the Town Council in accordance with provisions of the Town Charter, as amended November 5, 1968 November 4, 2014.

Legal Reference: Connecticut General Statutes

7-107 Vacancy appointments by selectmen.

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Enfield Town Charter, Rev. November 4, 2014
Chapter II Section 4, Vacancies.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Resignation/Removal from Office/Censure

Resignation

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

When a member of a Board of Education shall cease to be a bona fide resident of the Town membership in the Board shall immediately cease.

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.

Removal from Office

Any Board officer may be removed from office by a two-thirds majority vote of the membership of the whole Board.

(cf. 9120 - Officers and Auxiliary Personnel)
(cf. 9221 - Filling Vacancies)

Legal Reference: Connecticut General Statutes
 7-103 Resignation of municipal officers

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

New Board Member Orientation

Because the Board, as the policy making authority of the Enfield Public Schools, is responsible to the public for the success of all educational services offered by the school system, and because that success is directly dependent upon each Board member's ability to participate meaningfully in the decision-making process that governs this system, it shall be the policy of the Board to provide, as soon as practicable, for the orientation of new members. The purpose of the orientation is to help new members become quickly acquainted with their Board duties and responsibilities.

Orientation of new Board members will begin at the outset of their candidacy and follow through each step of the election process. Prior to elections, beginning as soon as the individual's candidacy is known, the candidates will receive from the Board, a brief overview of the Enfield Public School System. The candidates will be placed on a mailing list to receive notices of Board and other meetings and summary reports of Board action. Candidates also will be informed that additional information pertinent to each Board agenda item is available to them through the Central Office.

After the general election in November, and prior to the new members officially assuming the position in December, the new members will be invited to meet with the Superintendent and other administrative personnel to discuss services to be performed for the Board, and to give them the opportunity to request any other information they may deem desirable. Each new member will also receive an orientation packet from the Superintendent's office and will be notified of and given the opportunity to attend sessions of the Connecticut Association of Boards of Education or similar new Board member orientation.

The packet will include:

1. A copy of the Board's policies, rules, and regulations.
2. A copy of the current school budget and the latest financial statement.
3. A new Board Member packet from CABA.
4. Any other materials relevant to duties and responsibilities as members of the Enfield Public Schools.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Conflict of Interest

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of new personnel. Therefore:

1. No member of the Board shall have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish directly any labor, equipment, or supplies the district. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances the member may be expected to declare his/her association with the firm and will refrain from debating or voting on the question.
2. If a member of the immediate family of a Board member--specifically parent/guardian, spouse, domestic partner of a civil union, child or grandchild -- is being considered for employment, that member shall disqualify him/herself from participation in discussion or vote.
3. The Board shall not give preferential treatment to companies in which town officials or paid town employees, have a major financial interest or to companies by which they are employed.
4. No Board member shall use his or her position to influence an employment or contractual decision other than those routinely made by the Board itself.

Legal Reference: Connecticut General Statutes
 7-479 Conflicts of Interest.
 10-156e Employees of boards of education permitted to serve as elected officials; exception.
 10-232 Restrictions on employment of members of the board of education.
 P.A. 05-10 An Act Concerning Civil Unions
Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)
Obergefell v. Hodges, 576 U.S. – (2015)

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Code of Ethics

As a guide to performing their duties, Board members should:

1. Be an advocate of high quality free public education for all Connecticut children.
2. As an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
3. Help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, physical condition or social standing.
4. Work to help the community to understand the importance of proper support for public education.
5. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.
6. Serve as a communications link between the community and the schools, working to ensure that the community is fully and accurately informed about the schools, and that the school staff understands the aspirations and desires of the community.
7. Recognize that a Board member's responsibility is not to "run the schools," but to see that they are well-run through effective policies.
8. Confine Board action to policy-making, planning, and appraisal, and consult with those who will be affected by the Board's actions.
9. Arrive at conclusions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
10. Recognize that authority rests only with the whole Board assembled in a meeting, and make not personal promises nor take any private action that may compromise the Board.
11. Never use the position on the Board for personal gain.
12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.
13. Ensure that all school business transactions be open and ethical.
14. Ensure that the best personnel available are appointed to all positions in the district.
15. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.
7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Conflict of Interest

Civility Code

As a member of the Enfield Board of Education, I will strive to improve education, and to that end I will:

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- Clearly distinguish opinions from facts. And, render all decisions based on the available and verifiable facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Ensure that all sides have a fair opportunity to present their respective positions;
- Encourage others to become informed and involved. Seek systematic communications between the Board and parents, students, staff, and all elements of the community;
- Respect all Board members through words and actions, demonstrate respect for the diverse views of all citizens in our increasingly multicultural society;
- When advocating for a belief or position, ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person;
- Be a positive role model for public discourse – practice courtesy, politeness, and consideration;
- Engage in respectful, non-judgmental listening;
- Exercise my rights and responsibilities as a citizen;
- While working toward the will of the majority, respect the rights of the minority, and, recognize the importance of achieving consensus as an important tool in community-building;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Communicate to other Board members and the superintendent expressions of public reaction to Board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest;
- Conduct all business in an open and transparent manner, consistent with the intent and spirit of the open meeting law requirements; using confidential processes only in regard to information that is privileged under applicable law;

Bylaws of the Board

Conflict of Interest

Civility Code (continued)

- Take no private action that will compromise the Board and administration, and
- Remember always that my first and greatest concern must be the educational welfare of the students attending the Enfield Public Schools.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Methods of Operation

The Enfield Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws

Policy Dissemination

The Superintendent of Schools is directed to preserve and to make accessible the policies adopted by the Enfield Board of Education and the administrative rules and regulations needed to put them into effect.

All policy manuals distributed to anyone shall remain the property of the Enfield Board of Education and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district for purposes of updating.

Manual Maintenance/Updating

The Board of Education directs the Superintendent to recall all policy manuals during the months of July and August for purposes of administrative updating and Board review.

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9310.1 adopted 10/13/09, appropriate as renumbered, with reference added.

Bylaws of the Board

Amendments to Policies and Regulations

Amendments to the Policies and Regulations must be proposed in writing and referred to the next regular meeting of the Board. A majority vote of the whole Board in favor of the proposed amendment shall be necessary for its adoption. Any policy or regulation may be suspended at any meeting by two-thirds vote of the whole Board.

Legal Reference: Connecticut General Statutes

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

Robert's Rules of Order, Newly Revised.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revision of existing bylaws may be adopted by a majority vote of all members of the Board of Education. Bylaws will, unless by vote of two-thirds of the members present of the Board of Education, be adopted or amended after consideration at two regular meetings of the Board of Education. The agenda and minutes shall be marked to indicate bylaw matters.

Reference: Robert's Rules of Order

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education. If the Board directs the Superintendent to issue, amend or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Suspension of Policies, Bylaws and Regulations

Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 8341 adopted 10/9/12, appropriate as renumbered, except for addition of legal reference.

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings of the Board – Regular meetings of the Board shall be held on the second and fourth Tuesday of each month at 7:00 PM except for the following months:

December - Second Tuesday only
 July – Second Tuesday only
 August – Fourth Tuesday only

Special Meetings of the Board – Special meetings shall be called by the Chairperson upon a written request of one-third of the members or whenever deemed necessary by the Chairperson. Written notice of all special meetings shall be given to the members of the Board at least 24 hours previous to the time stated for the meeting to convene. Said notice shall indicate the purpose of such special meetings; and no other business shall be transacted at such meetings except upon the unanimous vote of the whole Board.

Special meetings are to be held on other days of the week (other than Mondays) so as not to conflict with Town council meetings.

Adjournment of Meetings – Meetings shall adjourn no later than 10:30 PM. Extensions in time of adjournment may occur should two-thirds of the members present so approve (in the event five members are in attendance, it will be necessary to have 4 affirmative votes for an extension in time of adjournment; if seven members are in attendance, it will be necessary to have five affirmative votes).

Legal Reference: Connecticut General Statutes
 1-200 (2) Definitions. "Meeting"
 1-206 Denial of access to public records or meetings.
 1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3.
 1-227 Mailing of notice of meetings to persons filing written request.
 1-228 Adjournment of meetings. Notice.
 1-229 Continued hearings. Notice.
 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
 10-218 Officers. Meetings.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Board of Education Work Sessions

The Board may schedule special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Topics for discussion and study will be announced publicly. Work sessions will be conducted in accordance with the state law on public meetings.

Legal Reference: Connecticut General Statutes

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

1-225 Meetings of government agencies to be public.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9340 adopted 10/13/09, appropriate as renumbered.

Bylaws of the Board

Meetings

Annual Organization Meeting of the Board:

The Board of Education shall be organized at its first regularly scheduled meeting or at a Special Meeting held within the time limits set by law following the biennial election. The meeting shall be called to order by the Chairperson, Vice-Chairperson or the Secretary of the Board for the preceding year, in that order of priority, provided one of these officers is still a member of the Board. If none of the former officers is still a member of the Board, the meeting shall be called to order by the Town Clerk. The person calling the meeting to order shall preside until a Chairperson is chosen.

The new Chairperson of the Board shall take office upon election. The Board shall then elect a vice-Chairperson and a Secretary.

All officers of the Board shall hold office for a term of two years until their successors are elected and have qualified, except in case of removal as herein provided.

Whenever there is a vacancy in the office of Chairperson, Vice-Chairperson or Secretary, the Board shall elect a new officer to fill the vacancy during the unexpired term of office. Such election shall take place at the next regularly scheduled meeting following the effective date of termination.

Election of Officers – Nominations will be received from the floor. A majority of five (5) votes of the members of the Board shall be required for election.

Public: Executive Session – All meetings of the Board for the official transaction of business shall be open to the public. The Board may at its discretion, meet in executive session to discuss confidential matters. Such action to go into executive session shall be voted and in accord with Connecticut State Statutes.

Minutes – All motions of the Board shall be recorded in the minute book of the Board. The votes of each member of the Board upon any motion requiring roll call vote, shall be recorded in the minutes. The minute book shall be kept on file as the permanent official record of all Board action and shall be open to inspection of the public unless such inspection would:

1. Adversely affect the public security of the financial interest of the Town of Enfield, or
2. Be injurious to the reputation or character of a person.

Denial of the right of inspection shall be in writing generally stating the reason therefore.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public. (as amended by PA 07-213)

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Public and Executive Sessions

Public Meetings

All meetings of the Board of Education, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, a meeting of a personnel search committee for executive level employment candidates, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as "meetings" under the Freedom of Information Act. A meeting is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation that the Board or a member of the Board, is party.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Subsection (b) of Section 1-210 of the Connecticut General Statutes.

Bylaws of the Board

Public and Executive Sessions

Executive Sessions (continued)

The motion to go into executive session shall identify the persons, in addition to the Board, who shall be invited to be in attendance in the executive session. The persons invited into executive session shall be limited to persons needed to present testimony or opinion pertinent to matters before the Board and such persons' attendance shall be limited to the time period for which their presence is necessary.

Smoking

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting. A request that there be no smoking during the meeting will be made by the Chairperson during the opening ceremonies.

Non-Meetings

Not every meeting of the Board of Education constitutes a "meeting" under the Freedom of Information Act (FOIA). A meeting does not include:

- Any meeting of a personnel search committee to executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing strategy or negotiations with respect to collective bargaining;
- A caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency;
- A quorum of the members of the Board who are present at any event which has been noticed and conducted as a meeting of another public agency, in that case, the event shall not be deemed to be a meeting of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of "records, reports of strategy or negotiations with respect to collective bargaining" is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a "non-meeting." Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a "non-meeting." Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

Bylaws of the Board

Public and Executive Sessions (continued)

(cf. 1331 - Smoking in School Facilities)

Legal Reference: Connecticut General Statutes

1-200 Definitions. (as amended by PA 02-130)

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

1-210 Access to public records.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-231 Executive sessions.

19a-342 Smoking prohibited in certain places.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Construction of the Agenda

The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Superintendent and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. Any business not included on the filed agenda for a regular meeting may be added to the agenda, considered, and acted upon if there is an affirmative vote of 2/3 of the members of the Board present and voting.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board room of the District, in each school in a place readily available to parents, teachers and the general public, in the Office of the Town/City Clerk, posted on the District's Internet website, and shall be filed in the Superintendent's office.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. (as amended by PA 07-213)

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Advance Delivery of Meeting Materials

The Board meeting materials shall be disseminated as follows:

1. The complete Board of Education agenda and the appropriate materials pertaining thereto shall be sent to each Board member, Board clerk, and student representatives.

The agenda will be available to the public at the administration building after 3:00 P.M. on Fridays preceding each regular Board of Education meeting. An agenda will also be available to each member of the press on Friday afternoons.

2. Two copies of the agenda shall be sent to each building principal, one copy of which is to be posted upon the bulletin board in each school office.
3. Copies of the agenda shall be forwarded through school mail to presidents of each bargaining unit and presidents of PTA/PTO organizations.

(cf. 9323 - Construction/Posting of Agenda)

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9341.7 adopted 9/14/10, appropriate as renumbered.

Bylaws of the Board

Quorum

The Enfield Board shall consist of nine members. Five members shall constitute a quorum for the transaction of business. A majority vote of the quorum is necessary for the passage of any item of business except for the situations noted below:

1. In order to enact changes in staff salaries at least five members must vote in the affirmative.
2. In order to suspend Board Policies and Regulations, at least six members of the Board must vote in the affirmative.
3. In order to be in compliance with any FOI regulation requiring a two-thirds vote, such as adding an item to a regular meeting agenda.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9368 adopted 12/10/13, modified and renumbered.

Bylaws of the Board

Order of Business And Meeting Conduct

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. Board Guests
7. Superintendent's Reports
8. Audiences
9. Board Members' Comments
10. Unfinished Business
11. New Business
12. Board Committee Reports
13. Approval of Minutes
14. Approval of Accounts and Payroll
15. Correspondence & Board Communications
- ~~16. Audiences~~
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 meetings called to order. This is required for any public meetings held per fire regulations.

Bylaws of the Board

Order of Business And Meeting Conduct (continued)

5. **Roll Call:** Self-explanatory.
6. **Board Guests:** The Board will receive invited guests (individuals and/or groups) who have been invited to attend the meeting by the Board. These invitations may be related to recognition awards presentations to the Board, or consultant reports to the Board.
7. **Superintendents' Report:** During this portion of the meeting, the Superintendent or his/ her designee will report to the Board items listed on the agenda or of interest concerning the school system or education in general.
8. **Audience:** During this period any resident or taxpayer of Enfield, employee of the Board, or Citizen with an interest in our school system may address the Board on issues concerning the school. When addressing the Board, the member of the audience will state their name and address; refrain from making personal attacks on individuals. Since the Board meetings are held to conduct the Boards' business in public, and are not meetings with the public, the Chair, acting on behalf of the Board, has the right to limit the overall length of time devoted to the audience participation, and/or the length of time individuals may spend when addressing the Board.
9. **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. With the permission of the Chair, the Superintendent, or designee, may answer Board members' questions and/or concerns.
10. **Unfinished Business:** In this portion of the meeting those agenda items left over from previous meetings are discussed and/or acted upon.

Bylaws of the Board

Order of Business And Meeting Conduct (continued)

- 11. New Business:** In this portion of the meeting new items to be discussed and/or acted upon are handled.
- 12. 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.
- 13. Approval of Minutes:** See: Approval of Minutes in Policy.
- 14. Approval of Account and Payroll:** During this portion of the Board's Finance Committee reports on the amount of expenditures during previous periods and the Board acts upon this report.
- 15. Correspondence and Board Communications:**
- Correspondence:** The Secretary reads, or highlights letters and petitions received by the Board or members of the Board that are of general interest to the community.
- 16. Audiences:** ~~During this period any resident or taxpayer of Enfield, employee of the Board, or Citizen with an interest in our school system may address the Board a second time on issues concerning the school. When addressing the Board, the members of the audience will state their name and address; refrain from making personal attacks on individuals. Since the Board meetings are held to conduct the Boards' business in public, and are not meetings with the public, the Chair, acting on behalf of the Board, has the right to limit the overall length of time devoted to the audience participation, and/or the length of time individuals may spend when addressing the Board.~~

Bylaws of the Board

Order of Business And Meeting Conduct (continued)

- 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~~ **10:30** 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 determine by Federal, State or Local Statutes if addressed there or Roberts Rules of Order.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Order of Business

Consent Agenda

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self explanatory items are those that will be placed on the consent agenda. Examples include:

- Committee and previous Board meeting minutes
- Office reports
- Routine correspondence
- Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)
- Routine revisions of a policy (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)
- Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)
- Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9368.1 adopted 10/13/09, appropriate as renumbered except for update to legal reference.

Bylaws of the Board

Meeting/Parliamentary Procedures

All Board meetings will be conducted according to parliamentary procedure detailed in the Robert's Rules of Order except as modified below:

Recognition of Members

Board members are not required to "rise" from their seats to obtain the floor. A member wishing to speak may simply address the Chair and ask for recognition.

Approval of Minutes

Rules requiring the reading of minutes are permanently suspended. Approval of the minutes requires the Chair to inquire whether members have additions or corrections to the subject minutes. If none are forthcoming, the Chair asks for a motion to accept the minutes. If there are corrections and/or additions, the motion is made to accept the minutes as changed. The motion is seconded and a vote taken (See Voice Vote below)

Roll Call Vote

Board minutes shall reflect how each member votes on each motion. All motions, except those noted below, will be decided by roll call vote. At the appropriate time for voting, the Chair directs the recording clerk to call the roll. Each member shall clearly respond "yes" "no" or "abstain" to register his/her vote. At the conclusion, the Recording Clerk will announce the result.

Voice Vote

Voice vote shall suffice for the following routine motions:

1. to accept minutes;
2. to accept the reports of accounts and payroll;
3. to recess;
4. to go into executive session;
5. to adjourn the meeting; and
6. to add agenda items.

In each of these actions, the Chair will comply with parliamentary procedure and at the appropriate time call for a voice vote. The Recording Clerk will record members' votes.

Bylaws of the Board

Meeting/Parliamentary Procedures

Legal Reference: Connecticut General Statutes

1-200 Definitions.

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

1-210 Access to public records.

1-226 Recording, broadcasting or photographing meetings.

19a-342 Smoking prohibited in certain places. Signed required. Penalty.

1-231 Executive sessions.

1-232 Conduct of meetings (re disturbances).

10-224 Duties of the Secretary.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Requests for Information by Board Members

Board of Education (Board) members represent the public and are entitled to information regarding District performance that will assist them in governance. All Board member requests for documents or information should be made directly to the Superintendent or his/her designee.

Documents subject to Connecticut's Freedom of Information law will be provided, as they are provided to all citizens under Board policy.

Should requests be for information that already exists or data that can be easily gathered and analyzed (provided the request is not for privileged management information, as outlined below), the Superintendent will, in a timely manner provide the information in its most accessible format, to the requesting Board member, with copies to all Board members.

Should the information not exist and/or be difficult to obtain, and should the Superintendent determine that the value of the information to the District be insufficient to justify the time or cost of obtaining it, he/she shall bring the request to the Board, with an estimate of the time/cost of responding to the Board member's request. By Board action, the Board will direct the Superintendent to provide, or not provide, the requested information.

The Board, by this policy, wishes to distinguish between District performance information and privileged management information. Performance information is normally data based on numerical measures of results, District operations or practice patterns. Documents or other management information relating to individuals, contracts, meetings, or events of any ongoing management process, unless under the purview of the Freedom of Information Act, are considered privileged management information and not within the purview of the Board.

(cf. 1120 - Board of Education Meetings re Public Participation)

(cf. 9322 - Public and Executive Sessions)

Legal Reference: Connecticut General Statutes
 1-200 Definitions
 1-206 Denial of access of public records or meetings. Notice. Appeal
 1-210 to 1-213 Access to public records (as amended by PA 02-113)
 1-211 Access to computer stored records.
 1-214 Public contracts as part of public records.
 1-225 to 1-240 Meetings of government agencies to be public

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

Minutes

The Recording Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Legal Reference: Connecticut General Statutes

1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbers 9341.8 adopted 9/23/14, appropriate as renumbered except for addition of legal reference.

Bylaws of the Board

Participation At Board Meetings By Remote Methods

Provided a quorum is physically present, a Board member may participate in a meeting by video or audio conference if they are prevented from physically attending because of:

1. Employment or district business;
2. A time sensitive or other urgent situation; or
3. Personal/family vacation.

If a member wishes to participate in a meeting by video or audio, he or she must notify the Recording Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Recording Secretary or Superintendent will inform the Board Chairman and will make the appropriate arrangements.

Approval to remotely participate with less than 24 hours advanced notice will be granted solely by the Board Chairman, or in the Chairman's absence, by the Vice Chairman. Any member may remotely participate in up to four (4) meetings per calendar year; additional requests will be refused. A Board member who participates in a meeting remotely, as provided in this policy, may participate in all aspects of the Board meeting including voting on any items. Any meeting with a member participating remotely must be chaired by a physically present officer of the Board (Chairman, Vice Chairman or Secretary of the Enfield Board of Education).

Any modifications to this policy will require a majority vote of the Board.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3.

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980).

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Minutes

The Board of Education Recording Secretary shall keep the minutes, a record of all Board of Education proceedings as required by statutes which shall be a complete and permanent record of Board of Education meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action and related discussion rather than attempting to provide a verbatim account of the meeting.

The minutes of the meetings of the Board of Education shall include the following items:

1. The kind of meeting, date and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. A notation of presence or absence of Superintendent of Schools and other staff members.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Board of Education.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board of Education members or staff members.
9. The disposition of all matters on which action was recommended.
10. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
11. All decisions concerning future meetings and agendas.
12. By request, a brief statement of a Board member may be included.

One copy of the official minutes shall be maintained in the Office of the Superintendent, and one copy in the Office of the Town Clerk. They shall be made available to interested citizens upon request.

Board of Education minutes shall be available in unapproved form, within ^{7 days} ~~72 hours~~ of a Board of Education meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board of Education votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board of Education meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Board of Education Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the Board's website. (posting on website is at the discretion of the Board)

Copies of the minutes of a meeting shall be sent to all members of the Board of Education before the meeting of which they are to be approved. Permanent minutes shall be signed by the ~~Board of Education~~ Secretary.

Recording

Bylaws of the Board

Minutes (continued)

Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

The Board of Education Recording Secretary may tape Board of Education meetings for the purpose of assisting in the transcription of written minutes. Once the minutes have been approved by the Board of Education, the tapes will be destroyed.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies

10-218 Election of officers

10-224 Duties of the secretary

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider

Bylaws of the Board

Taping/Recording Board Meetings

Members of the public and media may use photographic, electronic audio and video broadcasting, and recording devices at all meetings open to the public according to the following guidelines:

1. The Board Chairperson will permit the use of photographic, broadcasting, and recording devices during a meeting only after informing all those present that the devices will be used.
2. Persons cooperating cameras, broadcasting, and/or recording devices must do so as unobtrusively as possible and without disturbing the meeting. Specifically, they may not obstruct the view between the Board members and the audience and conduct interviews or give commentary during the meeting.
3. Meetings of the entire Board of Education may be recorded for re-broadcast on public access television.
4. Any recording of Board of Education meetings shall be made available to the public under the Freedom of Information Act. The fact that such meetings are being recorded by the Board need not be announced by the Board Chairperson in advance.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (email) is to expedite the passage of information. Email gives Board members quick access to one another. Communication among Board members via email should conform to the same standards as other forms of communication. (i.e. committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, email is an effective communications tool and can provide a formal record.

All Board members are encouraged to access email. It will be the responsibility of individual Board members who use email to provide the hardware, hook-up and pay all consumable expenses associated with email usage.

Guidelines for Board Email Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school boards be open to the public. It is the policy of the Board of Education that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of email by Board members when communicating with other Board members.

1. Email, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use email as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Email should be used to pass along factual information.
4. Security of email communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

Accessing Email

In an effort to encourage all Board members to access email, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board Office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with email usage. In the event a Board member elects not to access email, a hard copy of all email directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes

 The Freedom of Information Act.

 1-200 Definitions.

 1-210 Access to public records. Exempt records.

 1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Board/School District Records

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, tape-recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audiotapes, videotapes, micro-fiche, computer disk) material. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.

Bylaws of the Board

Board/School District Records (continued)

10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

Availability of Records

Any person shall receive promptly on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

An individual may use a "hand-held" scanner* to copy a public record. The Board establishes a fee structure not to exceed twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner.

**A hand-held scanner is defined by C.G.S. 1-212(g) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.*

Bylaws of the Board

Board/School District Records

Availability of Records (continued)

The Board considers cell phones with camera capability not a hand-held scanner. Such phone cannot be used to take pictures of any records. The school district will make copies of the requested permissible records at the rate of fifty cents per page.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Designation of Records Access Officer

1. The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.
2. The Records Access Officer is responsible for assuring that District personnel:
 - a. Assist the requester in identifying requested records, if necessary.
 - b. Upon locating the records, take one of the following actions:
 1. Make records promptly available for inspection; or
 2. Deny access to the records in whole or in part and explain the reasons therefore.
 - c. Upon the request for copies of records:
 1. Make a copy available upon payment or offer to pay established fees.
 - d. Upon request, certify that a transcript is a true copy of the records.
 - e. Upon failure to locate records, certify that:
 1. The District is not the legal custodian for such records.
 2. The records of which the District is a custodian cannot be found after diligent search.

Requests for Public Access to Records

1. Requests for inspection of records shall be made at least four (4) working days in advance to the Records Access Officer.

Bylaws of the Board

Board/School District Records

Requests for Public Access to Records (continued)

2. The Records Access Officer shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

Denial of Access to Records

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
 - a. The date and location of a request for records;
 - b. The records that were denied; and
 - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes
 1-15 Application for copies of public records.
 1-200 Definitions.
 1-210 to 1-213 Access to public records. (as amended by PA 02-113)
 1-212(g) Copies and scanning of public records
 1-211 Access to computer stored records.
 1-214 Public contracts as part of public records.
 1-225 to 1-240 Meetings of public agencies.
Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663
 (June 8, 2016)
 Federal Rules of Civil Procedure – 2006 Amendments

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, presently numbered 9341.9 adopted 10/27/09, appropriate as renumbered.

Bylaws of the Board

Exhibit File

As exhibit file will be established to contain all documents, letter, reports or other written material related to each Board of Education meeting.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing bylaw, number 9350 adopted 11/25/08, appropriate as written.

Bylaws of the Board

Hearings

Public Hearings

All requests for public hearings to come before the Board of Education shall be presented to the Superintendent of Schools or the Chairperson of the Board in writing, stating clearly and definitely the purpose(s) of such requests and the action(s) desired thereon. Failure to adhere to these standards shall be reason for the Board to reject the request for hearing.

Notice of Hearing

Appropriate notice of hearings will be forthcoming from the Superintendent's office as required by Statute.

Order of Procedure

All hearings shall be conducted in accordance with Connecticut General Statutes 4-177 and 10-238.

Section 10-238 Petition for Hearing by Board of Education

The Board of Education of any municipality, upon written petition signed by one per cent of the electors of such municipality or fifty such electors, whichever is greater, the signatures thereon to be verified by the Clerk of the municipality, shall hold a public hearing on any question specified in such petition. Such hearing shall be held at a time and place to be designated by such Board, not later than three weeks after the receipt of the Board of such petition.

Legal Reference: Connecticut General Statutes

4-177 – re: Contested Cases.

10-238 Petition for hearing by Board of Education.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A new bylaw to consider.

Bylaws of the Board

Public Announcement of Accomplishments

The Board shall keep the public informed of the school system's progress in accomplishing its goals and priorities, including programs established to achieve them. The Superintendent shall maintain a communication program for this purpose, which shall include, but not be limited to, public meetings, publications in local newspapers and school newsletters, PTO meetings, and other appropriate methods.

Bylaw adopted by the Board:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

DRAFT

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES
September 26, 2017**

A special meeting of the Enfield Board of Education was held at the Thomas G. Alcorn building in the Professional Development Library, located at 1010 Enfield Street, Enfield, CT on September 26, 2017.

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

MEMBERS PRESENT: Walter Kruzel, Tina LeBlanc, Stacy Thurston, Rich Regnier, Charlotte Riley, Lori Unghire and Tom Sirard

MEMBERS ABSENT: Vin Grady & Tim Neville

ALSO PRESENT: Mr. Christopher J. Drezek, Superintendent; Mr. Andrew P. Longey, Deputy Superintendent; Student Representatives Meghan Connery and Jacquelyn Deneau

6. **BOARD GUEST(S)**

a. **Wednesday Night School Group**

Mr. Drezek welcomed Enfield High Principal Erin Clark to the Board meeting.

Principal Clarke introduced Enfield High Assistant Principal Connell Clark and John F. Kennedy Assistant Principal Dave Iacobucci to the Board meeting. Last year, we discussed addressing student behavior. We are very proud of the Wednesday Night School program and are continuing it again this year. Mr. Clark found a way to get to the root of the problem in a positive way.

Mr. Clark stated this was a team approach with high school, middle school and Enfield Youth Services administration and we collectively came up with a plan in January 2017 last year and implemented it. The Wednesday Night School program has evolved. This is an opportunity for students to learn, reflect and enhance their health and wellness. The program is used as an academic intervention and in some case an alternative to serving a day of ISS. This is for students with lower level offenses and keeps them in school. The students take responsibility for their offenses and they must attend school on Wednesday night for 3 hours. He reviewed the timeline for Wednesday Night School program at EHS.

Mr. Iacobucci stated they will offer a similar program at JFK for students with lower level offenses also. This is also an opportunity for students to learn, reflect and enhance their health and wellness on a different level. The program is used as an academic intervention and in some case an alternative to serving a day of ISS. The JFK program will be held on Thursday nights. He reviewed the timeline for the Thursday Night School at JFK. We are very excited to start this program at JFK this year and we hope to see the same success the high school has seen and establish connections with the students.

Mrs. Riley asked what is the maximum number of students you can accommodate? Mr. Clark stated our cap is 12 students but ideally 4 to 8 students.

Mrs. Thurston asked about the program starting at JFK and if a student is having difficulties in another subject besides math, will they get the help they need? Mr. Iacobucci stated the students can receive help with any subject.

Mrs. LeBlanc stated the students that receive an ISS will have the option for this program and other students just want to attend on their own accord. What would be the next steps for the students that are repeat ISS offenders and are not taking this program the way they should be. Would they just continue going to ISS since the Wednesday Night School is not working for them? Mr. Clark stated last year we had 70 participants that went through the program. This program is not a one-time fix for these kids. When he was a teacher, he had students that would receive several detentions before we got through to them. Our motto is we will not give up on these students. It might take two or three days of Wednesday night school for some kids. Building a relationship with the student and keeping an eye on them on a weekly basis would be the next steps.

Mrs. LeBlanc added this is a wonderful concept to help the students. You are building a rapport with the students. She hopes the program at the middle school will have the same success.

Mr. Iacobucci added we will play team building games with the students instead of lifting weights that are more age appropriate for middle school students.

Mrs. LeBlanc stated people want to see more partnerships. The concept with youth services is good. It can help to break down the barriers.

Mr. Regnier stated this is a great program. What is the parental buy-in for the program. What are the parents point of view for this program, are they buying into it? Mr. Clark stated the buy-in is much greater with the parents that cooperate. This is an opportunity for the students not to miss any classes and the parents are all for this. Sometimes we need to sell this to the students. The parents are for this and will have this conversation with the student. We have received great parent feedback on this program.

Mr. Regnier asked how the staff is chosen for this program? Mr. Clark stated the staffing is done through Enfield Youth Services. They are certified teachers.

Mrs. Leblanc asked if a parent knows their child is struggling and they reach out to the dean or guidance counselor, is this program being offered to the parents? Mr. Clark stated we have student assistance teams at JFK and EHS. We also have PPT's and 504's along with interventions for students.

Mrs. LeBlanc stated this is good to know as a parent. She will share this information with parents.

Mrs. Riley asked if the cap could be raised up from 12 if the need was there. Would the program work if there were more than 12 students and you had an additional teacher? Mr. Clark stated we set a cap so we can build positive relationships. The teacher is giving personalized assistance to the students. If we had another teacher we could double the number of students to 24.

Mrs. LeBlanc would love to receive an update about this program in the spring about the middle school. It is great to hear what you are doing with the students.

Mrs. Unghire congratulated them on such a positive twist on an interesting situation. This is one program at the schools that she hopes the numbers stay down. Mr. Clark stated that is our goal. Last week, we had only one student but we know we made a positive connection with this student. He hopes the students use this program as an intervention and as a motivation.

Mrs. LeBlanc likes the intervention and motivation you are offering them. There are close to 1,600 students at EHS. This program can make them feel like they are 1 of 1,600. She would like the parents to also be able to utilize this tool.

Chairman Sirard stated the ISS students are usually the same kids. If it gets to the Board level, we see that it is the same kids that are struggling. One of the goals is to curb the repeat offenders. Are you seeing any trends yet where early intervention is working? Mr. Clark stated yes, we are noticing the lower level offenses deserving of and in-school suspension. We are not seeing as many. We will analyze this information over time along with how they are doing academically. We want to see the students reverse their behavior because this will also improve their academics as well.

Chairman Sirard stated when we refer a student to the academy the students thrive. He is thrilled to see early intervention programs and supports this. Please come back and give the Board an update with your progress. This is a program that is worth modeling and continuing with. Thank you and keep up the good work.

Mr. Drezek stated these two gentlemen are not giving themselves enough credit for this program. They did this on their own with the support of Erin Clark. This happened at the building level after talking to their colleagues about what they could do to help the kids. Both Connell and Dave have gone above and beyond trying to reach the students. They deserve all the credit for this program.

Mr. Longey added this is a zero-cost initiative. It is not costing the district anything.

7. SUPERINTENDENT'S REPORT

- a. Student Representatives – as presented
- b. Staff Professional Development Days & Early Release Day – as presented
- c. EHS Open House – as presented
- d. Columbus Day – as presented
- e. September Events – as presented

Mr. Drezek stated all the teachers and staff have been registered and have accessed PowerSchool. We are at 100% as of today. He gave the Board an update on the PowerSchool transition. We have set the dates for several parent presentations. High school students will be shown how to use PowerSchool next and middle school students the following week. Enfield parents can meet on the EHS open house night on September 28th. Ms. Clark has also setup additional nights for parents to learn about accessing PowerSchool on October 3rd from 2:30 – 4:30; October 6th from 3:30 to 6:30; and on October 10th from 9:00 to noon.

Mrs. LeBlanc asked for Mr. Drezek to repeat the times again. Mr. Drezek stated parents can meet on the EHS open house night on September 28th. Ms. Clark has also setup additional nights for parents to learn about accessing PowerSchool on October 3rd from 2:30 – 4:30; October 6th from 3:30 to 6:30; and on October 10th from 9:00 to noon.

Mr. Drezek added that PowerSchool has a project chart and we are currently ahead of schedule based on their timeline for us.

Mrs. LeBlanc can't wait to be able to look at student grades. Mr. Drezek stated this is a great parent early intervention tool and can be quite affective with your kids.

Mr. Drezek will send out a SchoolMessenger message about this for parents.

Chairman Sirard expressed his gratitude and sincere thanks to Mr. Bourassa, Dr. Wiley and Mr. Lesiak for all of their hard work accomplishing this challenging transition.

8. AUDIENCES - None

9. BOARD MEMBER COMMENTS

Mr. Kruzel thanked Amy Witbro for her involvement with Family Day. It was a great event for families to attend.

Mr. Kruzel requested via the chairman to the superintendent to pass the information from the Boy Scouts Truck for STEAM to Michelle Middleton. They would like to give a presentation to the Board about this program.

Mr. Kruzel stated the Rachel's Challenge presentation was quite moving. If you haven't had the opportunity to see this, he encourages you to do so the next year. It is a very powerful presentation. The turnout was great.

Mr. Kruzel stated that he along with Charlotte Riley and Lori Unghire Bagged for Hunger at Shop Rite. It was a great turnout.

Mrs. LeBlanc also attended family day. Kudos to JFK. They were there selling all kinds of food. She was able to talk to ERfC staff and members of PAL.

Mrs. LeBlanc stated that our student representative Meghan is an outstanding trumpet player. She plays for the EHS band and they all do such an amazing job. She is such a talented musician as well as her entire family. She does all of this plus attends AP classes. Kudos Megan for a job well done.

Mrs. Thurston requested via the chairman to the superintendent if there has been any thought about implementing the Wednesday School at the elementary level? Mr. Drezek stated at some point we might look at the elementary level. The program is still in its infancy stage at the secondary level. We really do not see the elementary schools needing this now.

Mr. Regnier agreed with all of the comments made.

Mrs. Riley stated she also agreed with all of the comments made tonight. She attended the Rachel's Challenge presentation. It was powerful and moving. She urged everyone to go. It will open your eyes.

Mrs. Riley stated the K-2 open house was last week. She attended Henry Barnard's open house and represented the First Readers group. Everything was setup in the gym and it was awesome. Both Enfield Youth Services and ERfC were there. The night was run extremely smoothly. Parents were able to stop at the various tables that were setup in the gym.

Mrs. Riley added the Enfield Public Library has many resources available for parents. She attended story hour today with her daughter. She hopes the public continues to use their available resources at the public library.

Mrs. Unghire stated she also attended the Rachel's Challenge event. The presentation each year does not lose its value or its importance.

Mrs. Unghire also attended the CREC meeting and discussed the new Museum Academy. They

are also concerned with the catastrophic budget cuts from the State to all schools and communities, not just CREC schools.

Mrs. Unghire stated Family Day on the town green was great. She was able to talk to a lot of people. It was a well-attended event.

Mrs. Unghire also participated in the Bag for Hunger event at ShopRite. She had a good time doing this.

Chairman Sirard urged everyone to attend Eaglefest. Enfield High School is the center of our town. We have a beautiful campus. Support your school and be true to your school just like the Beachboys song. The more community involvement, the better our town will be.

Chairman Sirard stated the Wednesday Night School initiative is great. The fact that our staff took the initiative and came up with this themselves is outstanding. Using services from Youth Services is a testament about our staff and they need to be recognized. He is extremely impressed and extends kudos to everyone involved in this model program.

Chairman Sirard stated we moved the Board meeting here because of the mechanical issues with the air-conditioning at Alcorn. That is why this is now a special meeting. It was the only way we could move the meeting legally.

Chairman Sirard urged everyone to support our athletic teams.

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS - None

12. BOARD COMMITTEE REPORTS

a. Building Committee - None

b. Curriculum Committee

Mr. Kruzel reported the Curriculum Committee met on September 20th. We are working on a presentation with Ms. Middleton about the stated assessment results.

Chairman Sirard asked Mr. Drezek if we have an average classroom sizes for the K-2 schools. Mr. Drezek stated the official enrollment is not until October 1st. The average K-2 classroom size this year is 19.28. Last spring, we projected the K-2 classroom sizes would be around 20.79. Our numbers are lower than what was previously predicted. Our K-2 numbers last October 1st were 20.45.

c. Finance Committee

Mr. Kruzel reported the Finance Committee will met on September 19th. We will address this item later on the agenda.

Mr. Drezek stated there is question that needs to be addressed by Board Leadership or the entire Board about parking fees at Enfield High School. We currently charge students \$100 to park. We have researched the surrounding towns regarding the amount and would like to reduce the amount. This amount was set previously by past administration and Board.

Mrs. Unghire asked what is the average for the State. Mr. Drezek stated the State average is \$30.

Mrs. LeBlanc stated the money goes toward student accounts. Mr. Drezek stated it was originally setup to purchase agenda books as a budget savings measure. We no longer are using agenda books at the high school and have ample number of parking spots at EHS.

Board members agreed to reduce the amount to \$35 for student parking at Enfield High School.

d. Leadership Committee - None

e. Policy Committee

Mr. Regnier reported the Policy Committee met on September 13, 2017 and we will meet again on September 27th to finalize the 9000 and the 0000 series. The 9000 series will be sent out to the entire Board to review prior to our next Board meeting. The 9000 series will be placed on the next again for Board approval.

f. Joint Insurance Committee

Mr. Kruzel stated the Joint Facilities Committee will meet after the election.

Mr. Kruzel added there is an Insurance Committee meeting on October 3rd at 4:30 PM.

13. APPROVAL OF MINUTES

Mr. Kruzel moved, seconded by Mrs. Thurston that the Regular Meeting Minutes of September 12, 2017 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

14. APPROVAL OF ACCOUNTS PAYROLL

a. For the Month of August 2018

Mr. Kruzel moved, seconded by Mrs. Rile that we accept the superintendent's certification as follows: I hereby certify that in the month of August, total expenditures amount to \$1,425,584.19, broken down between payroll totaling \$465,745.05 and other accounts totaling \$959,839.14.

All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **show-of-hands 7-0-0** passed unanimously.

15. CORRESPONDENCE AND COMMUNICATIONS - None

16. AUDIENCES - None

17. EXECUTIVE SESSION

Mr. Kruzel moved seconded by Mrs. Riley that the Enfield Board of Education enters into Executive Session for Matter(s) Related to Attorney Client Privilege.

A vote by show of hands 6-1-0 passed with Mrs. Thurston in dissent.

Board members along with Mr. Drezek and Mr. Longey relocated to the Superintendent's Conference Room.

No Board action occurred while in Executive Session.

18. ADJOURNMENT

Mrs. Thurston moved, seconded by Mr. Kruzel to adjourn the Special Meeting of September 26, 2017.

All ayes, motion passed unanimously.

Meeting stood adjourned at 7:57 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary