

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

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

Date: 05/12/15

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Tom Sirard**
- 3. Pledge of Allegiance – Tom Sirard**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
 - a. BUZZ Robotics**
- 7. Superintendent's Report**
 - a. Student Representatives Report**
 - b. National Honor Society Recognition Dinner**
 - c. JFK National Honor Society Induction Ceremony**
 - d. May Events**
- 8. Audiences**
- 9. Board Members' Comments**
- 10. Unfinished Business**
 - a. Proposed New Policy – #5140.2 Sexual Abuse and Assault Awareness and Prevention Program – *Second Reading***
 - b. Proposed Policy Changes – #5131.9 Bullying Prevention, Teen Dating Violence Prevention and Intervention Policy – *Second Reading***
 - c. Proposed New Policy – #3545.3 Transportation of Students by School Personnel – *Second Reading***
 - d. Proposed New Policy – #1240.2 Policy Regarding Visitors – *Second Reading***
 - e. Proposed Policy Changes – #4000 Personnel Smoking Restriction Alcohol, Tobacco and Drug-Free Workplace – *Second Reading***
 - f. Proposed Policy Changes – #4118.5 Computer Network and/or Internet Use Policy – *Second Reading***
 - g. Proposed Policy Changes – #5131.61 Student Conduct – Smoking/Tobacco Restriction Policy– *Second Reading***
 - h. Proposed New Policy – #5141.7 Concussion and Head Injuries – *Second Reading***
 - i. Proposed Policy Changes – #5142 Policy on Safety School Security and Safety – *Second Reading***
 - j. Proposed Policy Changes – #9133 Standing Committees of the Board – *Second Reading***
 - k. Proposed Policy Changes – #2112.4 Employment of Administrators – *Second Reading***

l. Proposed Policy Changes – #1240.1 ~~Volunteers in Schools~~ School Volunteers, Student Interns and Other Non-Employees – *Second Reading*

11. New Business

- a. Approval of Educator Evaluation Plan Changes**
- b. Approve Adult Education Program Improvement Project Grants**
- c. 2015 High School Graduations**
 - **Enfield High School Planning**
 - **Enrico Fermi High School Date**
- d. School Security Documents**

12. Board Committee Reports

- a. Building Committee**
- b. Future Use of Fermi Committee**

13. Approval of Minutes: Regular Meeting Minutes – April 28, 2015

14. Approval of Accounts and Payroll

15. Correspondence and Communications

16. Audiences

17. Executive Session

- a. Matters Related to Personnel**
- b. Matters Related to the Superintendent's Evaluation**

18. Adjournment



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Board Guest(s)

- a. **BUZZ Robotics:** We welcome BUZZ Robotics Students, Advisors and Mentors to tonight's Board meeting. They will give us an update about this year and we will recognize 7 mentors for their 20 years of service.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Superintendent's Report

- a. **Student Representative Report:** Enclosed in your packet, you will find a report from both BOE Student Representatives regarding events/happenings at their respective high schools. Student Representatives may have some additional information or comments to share with Board members.
- b. **National Honor Society Recognition Dinner:** The 2014-15 National Honor Society Recognition Dinner will be held at Mount Carmel on Tuesday, June 9th. We thank the Mount Carmel Society for this long standing tradition for our NHS students. Board members are asked to notify the Superintendent's office if you are planning to attend this recognition dinner. We will extend an invitation to Town Council Members to join the Board in recognizing our National Honor Society students on June 9th.
- c. **JFK National Honor Society Induction Ceremony:** The John F. Kennedy National Honor Society Induction Ceremony will be held on May 14th in the Auditorium at 7:00 PM. Enclosed in your packets, is an invitation to this event where thirty (30) Grade 8 students will be inducted into the Evian Simcovitz Chapter of the National Junior Honor Society.
- d. **May Events:** There are several events happening during the month of May:
 - Fermi Instrumental Concert will be held on May 13th at 6:30 PM in the Auditorium;
 - Enfield High Senior Variety Show will be held on May 15th at 7:00 PM in the Auditorium;
 - Enfield Gets Ready for Kindergarten will be held on May 19th at 6:00 PM in the Henry Barnard All Purpose Room;
 - The Family Resource Center Open House at Stowe will be held on May 20th at 4:00 PM;
 - The Grade 2 to 3 Transition Night will be held at all Intermediary Schools (Whitney, Parkman, Crandall) on May 20th at 6:00 PM;
 - A Staff Profession Learning Day will be held on May 22nd for all EPS staff. Students will have the day off from school.
 - The Memorial Day Parade will be held on May 24th starting from the Felician Sisters Residence at 1:00 PM ending at the Enfield Town Green;
 - All Schools and offices will be closed on Monday, May 25th for Memorial Day.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Proposed New Policies and Policy Revisions – Second Reading

The Policy Committee met on April 16th and discussed several policies. The Board heard First Readings at their last meeting. Tonight, the Policy Committee is recommending Second Readings on agenda items 10a-1. Each new policy and policy revision has been placed on the website for public viewing.

The Board will need to approve each of the following policies as Second Readings:

- a. **Proposed New Policy – #5140.2 Sexual Abuse and Assault Awareness and Prevention Program – *Second Reading***
- b. **Proposed Policy Changes – #5131.9 Bullying Prevention, Teen Dating Violence Prevention and Intervention Policy – *Second Reading***
- c. **Proposed New Policy – #3545.3 Transportation of Students by School Personnel – *Second Reading***
- d. **Proposed New Policy – #1240.2 Policy Regarding Visitors – *Second Reading***
- e. **Proposed Policy Changes – #4000 ~~Personnel Smoking Restriction~~ Alcohol, Tobacco and Drug-Free Workplace – *Second Reading***
- f. **Proposed Policy Changes – #4118.5 Computer Network and/or Internet Use Policy – *Second Reading***
- g. **Proposed Policy Changes – #5131.61 Student Conduct – Smoking/Tobacco Restriction Policy– *Second Reading***
- h. **Proposed New Policy – #5141.7 Concussion and Head Injuries – *Second Reading***
- i. **Proposed Policy Changes – #5142 ~~Policy on Safety~~ School Security and Safety – *Second Reading***
- j. **Proposed Policy Changes – #9133 Standing Committees of the Board – *Second Reading***

- k. Proposed Policy Changes – #2112.4 Employment of Administrators – *Second Reading***
- l. Proposed Policy Changes – #1240.1 ~~Volunteers in Schools~~ School Volunteers, Student Interns and Other Non-Employees – *Second Reading***

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving each of the proposed new policies and policy changes as Second Readings with a revision date of May 12, 2015.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Approval of Educator Evaluation Plan Changes

Board members approved the Education Evaluation Plan on August 26, 2014. The plan was submitted to the State and was approved. The next step requires the Board to approve the following changes:

1. Revision of Educator Appeal Procedure:
 - The committee is proposing changes to the guidelines and committee compositions (Appeal & Hearing) and subsequent revision to appropriate form;
2. Revision of Evaluation Rubric:
 - The committee is proposing changes to the rubric for clarity, functionality and grammatical purposes; and
3. Teacher Absences:
 - The committee created new language that establishes the parameters for teacher absences during the school year that impede the evaluation process.

EHS Interim Principal Andy Longey and Teacher Evaluation Committee Member Bruce Hargraves will update the Board on the Educator Evaluation Plan changes and will answer any Board member questions.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the Educator Evaluation Plan Changes as presented.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Approve Adult Education Program Improvement Project Grants

The CSDE is extending the currently funded Program Improvement Project (PIP) Grants for the period of July 1, 2015 – June 30, 2016. During 2013-14 and 2014-15 grants were awarded through a competitive RFP in direct response to the Adult Education and Family Literacy Act. The continuation grant must ensure that midyear and year end evaluations have met standards and that goals have been achieved. Enfield has maintained this grant since 2013 and has met all standards and goals.

We have been invited to continue this grant program partnership with Asnuntuck Community College. Approximately 45 Adult Education students will be eligible to participate. The grant is Federally funded and no additional costs will be incurred by Enfield Public Schools.

The Enfield Adult Education Department is requesting the continuation of the two grants: Transition: Post Secondary Education and Training and Transition: Integrated Basic Education and Skills Training (I BEST). The total amount of both grants is \$70,000.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the Program Improvement Project (PIP) Grants as presented and authorize the Superintendent to endorse both grants as presented.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: 2015 High School Graduations

As a result of construction at Enfield High School and this winter's exceptionally snowy weather, the graduation ceremonies at both high schools will be impacted. I will review this with the Board along with possible solutions.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the High School Graduation Ceremonies as presented.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: School Security Documents

As requested by the Board, enclosed in your packets are the documents presented to the Town Council by the Town Manager.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: May 12, 2015
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Personnel
- Matter(s) Related to the Superintendent's Evaluation

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



EHS/FHS Student Representative Reports – May 12, 2015

Enfield High & Enrico Fermi High School:

- FHS Instrumental Concert will be held on May 13th in the Auditorium at 6:30 PM.
- EHS Senior Variety Show will be held on May 15th in the Auditorium at 7:00 PM.
- EHS Senior Prom will be held on May 21st at Maneely's at 6:30 PM
- EHS/FHS Advanced Placement Testing for English, Spanish & French will be held on May 12th & 13th.
- EHS/FHS District Performance Tests for Literacy, Numeracy & Science will be held on May 12th – May 14th.

Monday, May 11			Game Time	Bus Time
<u>HOME</u>				
MLC	@	JFK SOFTBALL	3:45 P.M.	
BLOOMFIELD	@	FERMI SOFTBALL (Varsity)	3:45 P.M.	
ROCKY HILL	@	FERMI BOYS TENNIS	3:45 P.M.	
CLASSICAL MAGNET	@	ENFIELD GOLF (Cedar Knob CC)	3:00 P.M.	
AVON	@	ENFIELD BOYS TENNIS	3:45 P.M.	
HALL	@	ENFIELD BOYS VOLLEYBALL (JV)	4:00 P.M.	
HALL	@	ENFIELD BOYS VOLLEYBALL (Varsity)	5:00 P.M.	
<u>Away</u>				
Fermi Golf	@	Tolland/Rockville (Twin Hills -Coventry)	3:00 P.M.	1:45 P.M.
Fermi Baseball	@	Bloomfield High School (Varsity)	3:45 P.M.	2:15 P.M.
Fermi Girls Tennis	@	Rocky Hill High School	3:45 P.M.	2:15 P.M.
Fermi Boys Volleyball	@	South Windsor High School (JV)	5:00 P.M.	3:45 P.M.
Fermi Boys Volleyball	@	South Windsor High School (Varsity)	6:00 P.M.	-----
Tuesday, May 12				
<u>HOME</u>				
MLC	@	JFK BASEBALL	3:45 P.M.	
NEW BRITAIN	@	FERMI BOYS TENNIS	3:45 P.M.	
SOUTH WINDSOR	@	ENFIELD GOLF (Cedar Knob CC)	3:00 P.M.	
BOLTON	@	ENFIELD BASEBALL (Varsity)	4:00 P.M.	
<u>Away</u>				
Fermi Boys & Girls Track	@	Hartford Public High School	3:45 P.M.	2:15 P.M.
Enfield Softball	@	Bolton High School (Varsity)	3:45 P.M.	2:15 P.M.
Enfield Boys & Girls Track	@	Coventry High School / Ellington	4:00 P.M.	2:15 P.M.
Wednesday, May 13				
<u>HOME</u>				
ROCKY HILL/E.O. SMITH	@	FERMI GOLF (Grassmere CC)	3:00 P.M.	
E.O. SMITH	@	FERMI GIRLS TENNIS	3:45 P.M.	
ROCKY HILL	@	FERMI BASEBALL (JV)	3:45 P.M.	
ROCKY HILL	@	FERMI SOFTBALL (JV)	4:30 P.M.	
ROCKY HILL	@	FERMI SOFTBALL (Varsity)	4:30 P.M.	

ROCKVILLE	@	FERMI BOYS VOLLEYBALL (JV)	4:00 P.M.	
ROCKVILLE	@	FERMI BOYS VOLLEYBALL (Varsity)	5:00 P.M.	
SUFFIELD	@	ENFIELD GOLF (Cedar Knob CC)	3:00 P.M.	
SUFFIELD	@	ENFIELD BOYS TENNIS	3:45 P.M.	
EAST HARTFORD	@	ENFIELD BOYS VOLLEYBALL (JV)	4:00 P.M.	
EAST HARTFORD	@	ENFIELD BOYS VOLLEYBALL (Varsity)	5:00 P.M.	
<u>Away</u>				
JFK Boys & Girls Track	@	Sage Park Middle School (Windsor)	3:45 P.M.	2:20 P.M.
Fermi Boys Tennis	@	E.O. Smith High School	3:45 P.M.	2:15 P.M.
Fermi Baseball (Varsity)	@	Rocky Hill High School	3:45 P.M.	2:15 P.M.
Thursday, May 14				
<u>HOME</u>				
RHAM	@	FERMI GIRLS TENNIS	3:45 P.M.	
SOMERS	@	ENFIELD SOFTBALL (JV)	3:45 P.M.	
SOMERS	@	ENFIELD SOFTBALL (Varsity)	3:45 P.M.	
<u>Away</u>				
JFK Boys & Girls Track	@	Suffield Middle School	3:45 P.M.	2:20 P.M.
Enfield Baseball (JV)	@	Somers (Field Road Park)	4:00 P.M.	2:15 P.M.
Enfield Baseball (Varsity)	@	Somers High School	4:00 P.M.	-----
Enfield Boys Volleyball	@	Rockville High School (JV)	4:00 P.M.	2:30 P.M.
Enfield Boys Volleyball	@	Rockville High School (Varsity)	5:00 P.M.	-----
Friday, May 15				
<u>HOME</u>				
E.O. SMITH	@	FERMI BASEBALL (JV)	3:45 P.M.	
E.O. SMITH	@	FERMI BASEBALL (Varsity)	3:45 P.M.	
COVENTRY	@	ENFIELD GIRLS TENNIS (double header)	3:45 P.M.	
<u>Away</u>				
JFK Baseball	@	Windsor Locks Middle School	3:45 P.M.	2:20 P.M.
JFK Softball	@	Windsor Locks Middle School	3:45 P.M.	-----
Fermi Boys Tennis	@	RHAM High School	3:45 P.M.	2:15 P.M.
Fermi Softball (JV)	@	E.O. Smith (Mansfield Middle School)	3:45 P.M.	2:15 P.M.
Fermi Softball (Varsity)	@	E.O. Smith High School	3:45 P.M.	-----
Fermi Boys Volleyball	@	Simsbury High School (JV)	5:00 P.M.	3:30 P.M.
Fermi Boys Volleyball	@	Simsbury High School (Varsity)	6:00 P.M.	-----
Enfield Boys Tennis	@	Granby Memorial High School	3:45 P.M.	2:15 P.M.
Enfield Softball (Varsity)	@	East Granby High School	3:45 P.M.	2:15 P.M.
Saturday, May 16				
<u>HOME</u>				
WINDSOR LOCKS	@	FERMI SOFTBALL (JV)	3:00 P.M.	
WINDSOR LOCKS	@	FERMI SOFTBALL (Varsity)	3:00 P.M.	
<u>Away</u>				
Fermi Boys & Girls Track	@	Jl Invitational (Manchester H.S. – 2 buses)	9:30 A.M.	8:00 A.M.
Enfield Baseball (JV)	@	Glastonbury High School	11:00 A.M.	9:30 A.M.
Enfield Baseball (Varsity)	@	Glastonbury High School	11:00 A.M.	-----
Sunday, May 17		NO PRACTICES OR GAMES SCHEDULED		

John F. Kennedy Middle School

155 Raffia Road • Enfield CT 06082 • www.enfieldschools.org • (860) 763-8855 • FAX (860) 763-8888



Dear Board Member,

The advisors of the National Junior Honor Society cordially invite you to attend the induction ceremony of the NJHS in the auditorium of JFK Middle School on May 14th at 7 p.m. Refreshments will be available in the library afterward. This will be a great acknowledgement of the hard work our thirty 8th grade inductees have done and the accomplishments they have achieved during their middle school years. We would enjoy your presence at the event.

Sincerely,

Elana Beebe David Guertin Lisa Alpert

Elana Beebe, David Guertin, Lisa Alpert
The 2015 NJHS Advisors

SECOND
READING**Proposed Policy Changes to Existing BOE Policy****ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT****CHILD ABUSE/NEGLECT SEXUAL ABUSE & ASSAULT AWARENESS/PREVENTION
PROGRAM 5140.1 5140.2**

The Enfield Public School District (the "District") shall comply with the Connecticut General Statutes regarding child abuse and neglect by requiring all personnel employed by the school system to report any incident where there is a reasonable cause to suspect child abuse, neglect or risk of abuse of a child to the designated authority.

In order to assure that the above policy is fully implemented, employees must follow Administrative Regulation 5140.1 and the District requires that:

1. All personnel fully comply with all requirements of the General Statutes and with regulations promulgated by the Commissioner of Children and Families with respect to the reporting of any incident where there is reasonable cause to suspect abuse or neglect of a child in accordance with the administrative procedures of the District;
2. All personnel fully comply with all the requirements of the General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of incidents where there is reasonable cause to suspect abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with the administrative procedures of the District;
3. All personnel cooperate fully with the investigation of suspected abuse and neglect by the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and neglect;
4. Such mandated reporting requirements of the general statutes and the administrative regulations regarding reporting be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters, and with school personnel who are not mandated reporters (e.g., secretaries, maintenance, cafeteria, and transportation staff) at periodic intervals;
5. Any student suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care and;
6. All personnel treat all cases of suspected abuse and neglect with full consideration of the privacy of students and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.

Legal Citations: **Connecticut General Statutes Sections 17a-101, 102, 103, 104, 106 and Connecticut General Statutes Sections 19a-458a, as amended by Public Act 14-196, 96-246**

Policy Adopted: **June 26, 1990**
Policy Amended: **August 23, 1994**
Policy Amended: **May 29, 1998**
Policy Revised: **May 23, 2006**
Policy Reviewed: **September 22, 2009**
Policy Reviewed: **May 13, 2014**
Policy Revised:

SECOND
READING

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

**BULLYING, *TEEN DATING VIOLENCE* PREVENTION AND
INTERVENTION POLICY**

5131.9

The Enfield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from ***bullying, teen dating violence***, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of ***bullying, teen dating violence*** behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of ***bullying, teen dating violence*** behavior outside of the school setting if such ***bullying, teen dating violence*** (i) creates a hostile environment at school for the student against whom such ***bullying, teen dating violence*** was directed, (ii) infringes on the rights of the student against whom such ***bullying, teen dating violence*** was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of ***bullying, teen dating violence*** is likewise prohibited.

Students who engage in ***bullying, teen dating violence*** behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "***Bullying, Teen Dating Violence***" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, teen dating violence, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or

- 50 5) substantially disrupts the education process or the orderly operation
51 of a school.

52
53 ***Bullying, teen dating violence*** shall include, but not be limited to, a written,
54 verbal or electronic communication or physical act or gesture based on any actual
55 or perceived differentiating characteristics, such as race, color, religion, ancestry,
56 national origin, gender, sexual orientation, gender identity and expression,
57 socioeconomic status, academic status, physical appearance, or mental, physical,
58 developmental or sensory disability, or by association with an individual or group
59 who has or is perceived to have one or more of such characteristics.

60
61 For purposes of this policy, "**Cyberbullying**" means any act of ***bullying, teen***
62 ***dating violence*** through the use of the Internet, interactive and digital
63 technologies, cellular mobile telephone or other mobile electronic devices or any
64 electronic communications.

65
66 Consistent with the requirements under state law, the Enfield Board of Education
67 authorizes the Superintendent or his/her designee(s), along with the Safe School
68 Climate Coordinator, to be responsible for developing and implementing a Safe
69 School Climate Plan in furtherance of this policy. As provided by state law, such
70 Safe School Climate Plan shall include, but not be limited to provisions which:

- 71
72 (1) Enable students to anonymously report acts of ***bullying, teen dating***
73 ***violence*** to school employees and require students and the parents or
74 guardians of students to be notified annually of the process by which
75 students may make such reports;
76
77 (2) enable the parents or guardians of students to file written reports of
78 suspected ***bullying, teen dating violence***;
79
80 (3) require school employees who witness acts of ***bullying, teen dating***
81 ***violence*** or receive reports of bullying, teen dating violence to orally
82 notify the safe school climate specialist, or another school administrator
83 if the safe school climate specialist is unavailable, not later than one
84 school day after such school employee witnesses or receives a report of
85 bullying, teen dating violence, and to file a written report not later than
86 two school days after making such oral report;
87
88 (4) require the safe school climate specialist to investigate or supervise the
89 investigation of all reports of ***bullying, teen dating violence*** and ensure
90 that such investigation is completed promptly after receipt of any written
91 reports made under this section;
92
93 (5) require the safe school climate specialist to review any anonymous
94 reports, except that no disciplinary action shall be taken solely on the
95 basis of an anonymous report;
96
97 (6) include a prevention and intervention strategy for school employees to
98 deal with ***bullying, teen dating violence***;
99

- (7) provide for the inclusion of language in student codes of conduct concerning **bullying, teen dating violence**;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of **bullying, teen dating violence** and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of **bullying, teen dating violence** and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of **bullying, teen dating violence**;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of **bullying, teen dating violence** in such school and to maintain a list of the number of verified acts of **bullying, teen dating violence** in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of **bullying, teen dating violence** against a single individual or recurrently perpetrated bullying, teen dating violence incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of **bullying, teen dating violence**;
- (13) direct the development of student safety support plans for students against whom an act of **bullying, teen dating violence** was directed that address safety measures the school will take to protect such students against further acts of bullying, teen dating violence;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of **bullying, teen dating violence** constitute criminal conduct;
- (15) prohibit **bullying, teen dating violence** (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B)

outside of the school setting if such **bullying, teen dating violence** (i) creates a hostile environment at school for the student against whom such **bullying, teen dating violence** was directed, (ii) infringes on the rights of the student against whom such bullying, teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

(16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

(17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of **bullying, teen dating violence**. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Not later than January 1, 2012, the Enfield Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References: Public Act 11-232, An Act Concerning the Strengthening of School Bullying, teen dating violence Laws

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

Policy Adopted: December 10, 2002

Policy Revised: November 25, 2008

Policy Revised: January 24, 2012

Policy Revised:

SECOND
READING

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

TRANSPORTATION OF STUDENTS BY SCHOOL PERSONNEL

3545.3

The Enfield Board of Education will provide transportation for all students under provisions of State law and regulations. The Enfield Board of Education prohibits any employee from transporting an Enfield Public School Student in their own personal vehicle.

Policy Adopted:

SECOND
READING

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

POLICY REGARDING VISITORS

#1240.2

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

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

Adopted:

SECOND
READING

Proposed Policy Changes to Existing BOE Policy #4000

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

PERSONNEL ALCOHOL, TOBACCO AND DRUG-FREE
WORKPLACE

4000

Smoking Restriction

A. — Introduction

Because the Enfield Board of Education is committed to maintaining and improving the health and well being of all employees; because medical research shows that smoking poses a significant risk to the health of the smoker and the non-smoker; and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all employees and visitors.

1. Smoking of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
Effective October 1, 1987
2. Smoking of any kind is prohibited on school grounds when school is in session between the hours of 7 a.m. and one half hour (1/2 hour) following the end of classes at the respective school(s) Effective January 1, 1988.

PURPOSE

The purpose of this policy is to establish a workplace which is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter.

Proposed Policy Changes to Existing BOE Policy #4000

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

"School property" means any land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

"School-sponsored activity" means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Proposed Policy Changes to Existing BOE Policy #4000

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

Public Act 14-76, "An Act Concerning The Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"

United States Code:

Safe and Drug-Free Schools and Community Act, 41 U.S.C. Section 7101 et seq.

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Policy Adopted: August 31, 1987

Policy Revised:

SECOND
READING

Proposed Policy Changes to Existing BOE Policy #4118.5

**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT**

COMPUTER NETWORK AND/OR INTERNET USE POLICY

4118.5

~~Certified and Non-Certified Personnel~~

~~Rights, Responsibilities and Duties~~

~~The Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.~~

~~Employees are to utilize the Enfield Public Schools' computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.~~

~~Any employee who violates this policy and/or any rules governing use of the Enfield Public Schools' computers, networks and Internet services will be subject to disciplinary action, up to and including discharge. Illegal uses of the Enfield Public Schools' computers will also result in referral to law enforcement authorities.~~

~~All District computers, networks and Internet services remain under the control, custody and supervision of the Enfield Public Schools. Enfield Public Schools reserves the right to monitor all computer and Internet activity by employees, and have no expectation of privacy in their use.~~

~~Each employee authorized to access Enfield Public Schools' computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations. The acknowledgment form will be retained in the employee's personnel file.~~

~~The Superintendent or designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the Enfield Public Schools' computers, networks and Internet services as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building principals and others as deemed appropriate.~~

I. POLICY

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board of Education provides computers, a computer network, including Internet access an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, i-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, i-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district's computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so despite the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Proposed Policy Changes to Existing BOE Policy #4118.5

Connecticut General Statutes 1-200(5); 1-211; 1-213 (b)(3)
Connecticut General Statutes 7-109
Connecticut General Statutes 11-8 et seq.
General Letters 98-1, 96-2, 2001-1 and 2009-2 of the Public Records
Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education

Adopted: July 13, 1999
Revised: March 24, 2009
Revised:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Administrative
Regulation 4118.5



COMPUTER USE AGREEMENT - PERSONNEL

Policies and Regulations for Computer Use:

By signing below, you are agreeing to adhere to the attached Enfield Public Schools Policies and administrative regulations for computer, networks and Internet services use while using school technology.

Print
Name: _____ **School:** _____

Signature: _____ **Date:** _____

Reference: Policy # 4118.5: Computer Network and/or Internet Use Policy

<u>Administrative Regulations:</u>	4118.51	Web Site/Pages
	4118.6	Computer Security
	4118.61	Password Security
	4118.7	Electronic Mail
	4118.8	Off Site Technology Equipment Use

December 8, 2003

Revised: May 22, 2009

Reviewed:

SECOND
READING

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

STUDENTS

5131.61

Conduct:

Smoking/Tobacco Restriction Policy

A. **Introduction**

Because the Enfield Board of Education is committed to maintaining and improving the health and well-being of students; because medical research shows that smoking poses a significant risk to the health of the smoker and the non-smoker; and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all students:

1. Chewing of tobacco or like substance, ~~or~~ smoking of any kind ***or electronic nicotine delivery systems (e-cigarettes and vapor products)*** is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
2. Possession of any smoking material, ***electronic nicotine delivery systems (e-cigarettes and vapor products)***, chewing tobacco or any tobacco-like substance of any kind is prohibited in any building or transportation vehicle under the direction of the Board of Education at any time.
3. Chewing of tobacco or like substance, ~~or~~ smoking of any kind ***or electronic nicotine delivery systems (e-cigarettes and vapor products)*** is prohibited on school grounds when school is in session from 5:00 AM until 5:00 PM.
4. Possession of any smoking material, ***electronic nicotine delivery systems (e-cigarettes and vapor products)***, chewing tobacco or the like of any kind is prohibited on school grounds when school is in session from 5:00 AM until 5:00 PM.

B. **Disciplinary Action**

Any individual found to be in violation of this policy shall be subject to disciplinary action established by the administration with proper notification to the student body.

Policy Adopted: August 31, 1987
Policy Revised: November 8, 1994
Policy Revised: February 28, 1995
Policy Reviewed: September 22, 2009
Policy Revised:

SECOND
READING

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

CONCUSSIONS AND HEAD INJURIES

5141.7

In conjunction with the State of Connecticut and the Connecticut Interscholastic Athletic Conference (CIAC), Enfield public schools will educate all coaches, athletes and parents regarding concussions and head injuries. Student athletes exhibiting any signs or symptoms of a concussion during any athletic contest or practice will be removed and the parent/guardian shall be notified within 24 hours.

The Superintendent or his/her designee shall be responsible for developing administrative regulations for concussion education and awareness for student athletes and parents. The concussion and head injuries information will be provided by the Athletic Department through the Athletic Trainer and/or Sports Medicine Physician. The regulation will follow all CIAC guidelines in conformity with the provisions of applicable state statutes and regulations.

Legal References: Connecticut General Statutes – Substitute House Bill No. 5133
Connecticut Public Act 14-66
CIAC Concussion and Head Injury Annual Review

Administrative Regulation: #4215 Concussion Training for Athletic Coaches

Policy Adopted:

SECOND
READING

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

~~Policy on Safety~~ SCHOOL SECURITY AND SAFETY 5142.

The safety of each student, visitor, and employee of the Enfield Public Schools is considered to be of paramount importance.

All physical facilities shall be maintained with the highest standards for public safety.

Each school operating under the jurisdiction of the Enfield Board of Education will create and implement an all-hazards school security and safety plan to bolster its existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats. This plan will adhere to the requirements of state law and will include procedures for managing various types of emergencies and crisis management procedures. Each individual school's plan should be kept securely and will only be provided to the Board of Education, school staff and administration, members of state and local law enforcement, first responders and local municipal officials. Pursuant to Connecticut General Statutes § 1-210 (b)(19), the plan will not be available to the public.

Legal References:

State Law:

Public Act 13-3, An Act Concerning Gun Violence Prevention and Children's Safety, Sections 86, 87, 88

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection, School Security and Safety Plan Standards, December 30, 2013.

Federal Emergency Management Agency, Guide for Developing High-Quality School Emergency Operations Plans, June 2013

Approved: April 22, 1978

Reviewed: September 22, 2009

Revised: August 28, 2012

Revised:

SECOND
READING

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

STANDING COMMITTEES OF THE BOARD

9133.

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.

Section 1: ~~Executive, Personnel and Administrative~~ Leadership Committee

The ~~Executive~~ **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 ~~Executive~~ **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 ~~Executive~~ **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 ~~Executive~~ **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:

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

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

Section 2: 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, pupil 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:

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

Section 3: Student Issues Committee

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

Other responsibilities may include:

- Reviewing Fundraising Policies;
- Reviewing Public Relation Policies;

- Reviewing the Transportation Policies;
- Hearing appeals concerning school transportation and making recommendations to the entire Board for their official action;
- Recommending action to the entire Board that the committee deems appropriate for the Board to consider.

Section 4: Finance, Budget Committee

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

Other responsibilities may include:

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

Section 5: 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.

Adopted: November 25, 1997
Revised: October 22, 2002
Revised: February 12, 2008
Revised: October 9, 2012
Revised: December 10, 201
Revised:

SECOND
READING

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

EMPLOYMENT OF ADMINISTRATORS:

2112.4

When employing administrators and other persons of leadership within the school system, the Superintendent shall seek out and recommend candidates who are most qualified for the job.

For those administrative and supervisory positions which report directly to the Superintendent and ~~Assistant~~ **Deputy** Superintendent (including but not limited to the following positions: Directors, Principals, Supervisor of Facilities, Business Manager, ~~Assistant~~ **Deputy** Superintendent of Schools, and Directly reporting coordinators), the Superintendent shall provide the Board with a list of all applicants, resumes of those candidates interviewed, and present ~~no less than the two most qualified candidates~~ **candidate** to the Board to be interviewed. ~~The Personnel Committee shall have an opportunity to interview and review the application materials that are public information of final candidates prior to their recommendation to the entire Board. The Personnel Committee may opt to waive this opportunity.~~ Upon completion of the interview, the superintendent shall nominate the candidate who, in his/her professional opinion, is best qualified for the position. ~~The Personnel Committee shall also provide input to the entire Board.~~ The Board shall accept or reject such nomination within one month from its submission. If the Board rejects such nomination, the Superintendent shall submit to the Board **another nomination** ~~other nominations~~ and the Board shall accept or reject such **nomination** ~~nominations~~ within one month from their submission.

For those administrative and supervisory positions not included above (including but not limited to coordinators reporting to Directors, Vice Principals/ Housemasters, Assistant Supervisor of Facilities), the Superintendent shall provide the Board with resumes of the candidates interviewed and shall nominate the candidate who, in his/her professional opinion, is best qualified for the position. If the Board rejects such nomination, the Superintendent shall submit to the Board **another nomination** ~~other nominations~~ and the Board shall accept or reject such **nomination** ~~nominations~~ within one month from their submission.

Adopted:	December 29, 1959
Revised:	October 11, 1966
Revised:	March 13, 1989
Revised:	May 13, 2008
Revised:	

SECOND
READING

Proposed Policy Change to Existing BOE Policy #1240.1

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

VOLUNTEERS IN SCHOOLS SCHOOL VOLUNTEERS, STUDENT
INTERNS AND OTHER NON-EMPLOYEES **1240.1**

~~Participation by the Public – Citizens' Assistance to School Personnel:~~

~~The Board of Education recognizes that volunteers can make valuable contributions to our schools. The Board encourages community residents to take an active role in improving schools and to become school volunteers subject to adherence to suitable regulations and safeguards.~~

~~Procedures shall be established to:~~

- ~~• ensure effective registration, orientation, and assignment of all volunteers serving the schools;~~
- ~~• secure background checks (including reviews of National and Connecticut databases checking for involvement with criminal and child protective services) for all volunteers unless explicitly exempt as described in the regulation;~~
- ~~• provide for the safety of students as they work with volunteers.~~

~~A request to volunteer or to continue volunteering will be denied if:~~

- ~~1) a background check reveals that a volunteer might pose a threat/hazard to students;~~
- ~~2) if in the judgement of the school administration the volunteer behaves in any manner that demonstrates s/he is not a good role model to students or whose behavior is detrimental to the school environment.~~

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

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Enfield

Proposed Policy Change to Existing BOE Policy #1240.1

Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

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

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

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

Legal References:

**Connecticut General Statutes § 10-4g
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 54-250 et seq.**

Adopted: 06-09-09

Revised:

III. APPENDICES

APPENDIX A

APPLICATION COVER

FOR 2015 -16 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS

Bureau of Health/Nutrition, Family Services and Adult Education

Title Of Grant: Enfield Adult Education Program Improvement Grant

Applicant Organization: Enfield Public Schools

Initiated By: Kathy Chapdelaine

Project Director: Kathy Chapdelaine, Director
Enfield Adult and Continuing Education
1010 Enfield St, Enfield CT 06082

Submitted By: Dr. Jeffrey Schumann, Superintendent
Enfield Public Schools, 27 Shaker Rd, Enfield, CT

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

Priority Area	Code	Funds Requested	Matching Funds
Transition: Preparing for 21 st Century Careers- <i>Elementary ESL and ABE/GED</i>	AE-13-1E		
Transition: Preparing for 21 st Century Careers - <i>Secondary</i>	AE-13-1S		
Family Literacy - <i>Elementary ESL and ABE/GED</i>	AE-13-2E		
Family Literacy- <i>Secondary</i>	AE-13-2S		
Nontraditional Adult Education Instruction and Services	AE-13-3		
Expansion of the National External Diploma Program	AE-13-4		
Transition: Post-Secondary Education and Training	AE-13-5	\$40,000	\$10,000
Transition: Integrated Basic Education and Skills Training (I-BEST)	AE-13-6	\$30,000	\$7,500
English Language Acquisition/ Civics Education	AE-13-7		
CT Adult Virtual High School	AE-13-8		
Total Funds Requested		\$70,000	17,500
Date Submitted:	Date of Board/Agency Approval:		

APPENDIX B
PRIORITY AREA ABSTRACT
Each priority area must have its own abstract

Priority Area Name: <i>Transition: Post Secondary Education and Training</i>	Project Title: EAE Post Secondary Education Transition Program Improvement Project
Applicant Organization: Enfield Adult and Continuing Education	Project Director: Kathy Chapdelaine
Beginning Date: 7/1/2015	End Date: 6/30/16
Requested Federal Funds: \$40,000	Program(ABE, ESL, GED, CDP, NEDP, Citizenship): ABE/GED, CDP, NEDP, Citizenship
Planned Number of Students: 35	Cost Per Student: \$ 1, 143

STATEMENT OF NEED/TARGET POPULATION:

EAE students that do not have a secondary diploma or its equivalent and need additional services to transition into and progress within post secondary and/or training programs.

Students who have:

- 16 or more credits
- Indicated readiness on GED practice test
- Students in the NEDP program who are at the portfolio review stage of the program
- Advanced ESL

PROJECT DESIGN: EAE provides, supports and will continue to enhance and expand the transition services and partnerships along with the current initiatives of case management with ACC. ICA (Integrated Career Awareness) curriculum is reflected in all programming. Integrated services include (but are not limited to) assessments, BRIDGE programs, counseling (embedded and one on one) and a variety of support structures face to face and hybrid. *Transition Thursdays*, a series of workshops at ACC taught and facilitated by EAE, will continue for the 6th year of the partnership.

Students will be eligible for a college course, CSA 105 *Introduction to Software*, or other identified STEM courses that are components in the student career pathways.

PROJECT OBJECTIVES:

1. Maintain and realign “rolling” transition post secondary program options for all students.
2. Continue development of case management transition planning that includes “staging” options addressing enrollment, career foundation, pathway, career and technical skills.
3. Continued development of work with many partners including TOE Business Incubator in program planning and STEM communication skills.

Priority Area Name: Transition: I BEST	Project Title: EAE I BEST Program Improvement Project
Applicant Organization: Enfield Adult and Continuing Education	Project Director: Kathy Chapdelaine
Beginning Date: 7/1/2015	End Date: 6/30/16
Requested Federal Funds: \$ 30,000	Program(ABE, ESL, GED, CDP, NEDP,Citizenship): ABE/GED,ESL,CDP,NEDP
Planned Number of Students: 10 (5 Manufacturing, 5 CNA)	Cost Per Student: \$3,000

STATEMENT OF NEED/TARGET POPULATION:

Students enrolled in mandated programs that need both basic and job skills are the target population. CARS data (EAE reporting system) consistently indicates that at least half the students enrolled in mandated programs are seeking employment or, if employed, looking to increase their earning potential. The Capitol Region Adult Literacy Plan shows that 41% of the North Central Region is in the 2 lowest levels of literacy. Healthcare and Manufacturing are identified by DOL as key areas of growth requiring skilled and qualified workers.

PROJECT DESIGN:

EAE's Certified Nurse's Aide program will deliver a contextualized curriculum that incorporates CNA requirements and basic skills. An Adult ED instructor and CAN instructor will continue to deliver and design a contextualized program to students 3 days a week for 12 weeks. Instruction design is current and meets certification requirements as determined by the Department of Public Health. Students will improve basic skills while earning an industry recognized certificate.

EAE IBEST continues its partnership with ACC Manufacturing. An ACC Manufacturing instructor and Adult Ed instructor will continue the design and implementation of an integrated program that incorporates certification requirements and basic skills with focus on CNC. Two instructors will deliver a contextualized program to students 3 days a week. Students will improve basic skills while earning an industry recognized certificate.

PROJECT OBJECTIVES:

1. I BEST students in Manufacturing and Healthcare will strengthen basic skills while earning an industry recognized certificate.
2. Students will improve basic skills in CCS (Connecticut Competency System)
3. IBEST students will have support services that include transition, financial aid, career and job development in partnership with collaborating programs and CTWorks Center/America's Job Center.

School Security Timeline

April/May 2015	MOU adopted by Council/BOE for two years
May 18, 2015	Town Budget adopted
November 3, 2015	Facility and Security Referendum to ballot
July 1, 2016	Referendum work begins on schools (if approved)
September 2016	Enfield High School opens (consolidation with Fermi)
June 2017	MOU expires
September 1, 2019	Referendum work on schools substantially complete

School Security Staffing (public schools only)

	Currently	Future (2 yrs +)	Cost/year
SROs	3	5	+ \$188,000
SSOs (armed)	12	4*	(\$542,651)
SSOs (unarmed)	0	3	+ \$75,000
Net \$ Change			(\$279,651)

*assumes facility improvement referendum is passed by voters and all the improvements and recommendations are followed and in place by 2019.

Phasing of Transition

September 2015	everything remains status quo
July 1, 2016	Add 4 th SRO to Department - This SRO would be responsible for Elementary Schools
September 2016	Two SROs staffing consolidated Enfield High School 1 SSO (armed) replaced with 2 SSO unarmed (All other schools remain the same)
July 1, 2017	Add 5 th SRO to Department – This SRO would be second SRO assigned to JFK
September 2017	JFK 1 SSO (armed) replaced with 1 SSO unarmed (All other schools remain the same)
September 2019	4 SSOs (armed) will circulate on daily basis through the elementary schools

School Facility Safety & Security Recommendations

Completed

- Laminated glass of all exterior doors – District wide
- Numeric identification of all exterior doors – District wide
- Panic buttons, both stationary (office) & on lanyards – District wide
- Direct connect phone to EPD in Main Office – District wide
- Additional fencing – JFK, Parkman & HMS
- Enhanced traffic studies – HMS & Parkman
- Bollards – JFK
- Improved campus-wide signage – JFK
- Card key entry system, with camera support – JFK
- Visitor Management system – District wide
- EPD upgraded visibility at school campuses – District wide
- Updated, upgraded & implemented School Security & Safety Plans – District wide
- Established school specific Safety Committees – District wide
- Conducted 46 training sessions (to date) pertaining to the upgraded S&S plans – District wide
- Completed Safe School Facilities analysis of school campuses – District wide
- Conducted 23 Crisis (Lockdown/Secure School) Drills, to date – District wide

To be completed by June 30, 2015

- Card key entry system, with camera support – District wide, all major external doors
- Enhanced panic buttons, consisting of email/text messaging capability & direct population of camera output to EPD Dispatch Center, from source school
- Exterior cameras (playground areas) – Elementary & Head Start
- Hand-held devices for all SSO's to assist in monitoring on-site camera activity – District wide
- Upgrade locks on large capacity rooms (Multi-purpose, gym, café), if funding available – District wide; if not completed by June 30, project will be combined with hardening plans

Future Hardening Plans

- Reinforced vestibules – District wide, with the exception of Fermi (Assign second SSO to Fermi to provide continuous coverage of front door access until H.S. consolidation)
- Relocate Main Office to accommodate proper vestibule function – HMS & ESS
- Replacement of exterior doors, where necessary – District wide
- Install impregnated/laminated glass to all remaining first floor doors/windows – District wide
- Replace interior door locks to accommodate rapid locking from inside of room, replacing doors as needed – District wide

Communications

- Replace aging radio system – District wide
- Replace/repair internal & external P.A. systems – District wide
- Install phone in each occupied room/area to facilitate teacher initiated lockdowns – District wide
- Install flashing lights in each occupied room/area to assist in visual notification during a crisis situation (P.A. not heard in all locations/rooms of buildings) – District wide
- Monthly security & safety updates to TC and BOE
- Improved dialog with public groups/entities

Safety

- Relocate playgrounds – Barnard & Whitney
- Install additional fencing to separate vehicular & pedestrian traffic – District wide
- Install wrought iron fencing around utilities that currently offer foot holds to gain access to roofing – Various
- Install metal shielding around current utility pipes to preclude access to roof – Various
- Parking lot reconfiguration/reconstruction to facilitate safe traffic flow – ESS, HMS & Stowe
- Install bollards to help protect vulnerable building entrances and utilities – District wide
- Install campus wide signage – District wide
- Emergency shut-offs for ventilation systems – District wide
- Establish security policy for after-school events

Training

- Ongoing training of EPS staff, students, substitutes and B&G employees pertaining to Safety & Security practices
- Initiate Pre-K – 12 safety orientation
- Invest in continued training/seminar attendance of School Safety Committee members to stay abreast of advancing technology and school safety trends
- Conduct yearly town-wide crisis drills incorporating EPS, Police, Fire, EMS, Emergency Management, and various town agencies

Mental Health

- Establish early detection position to monitor social media sites for signs of bullying, suicide, mental health issues, or homicidal tendencies which may impact staff or students of EPS
- Develop program to train age appropriate student population in the detection and awareness of mental health issues
- Invest in our Safe School Climate program/s

Screening

- Random screening at secondary schools
- Add ancillary SSO's to secondary schools to cover student entry doors during bus drop-off

Busing

- Install wireless camera systems in EPS school buses
- Random monitoring of bus stops, and or routes by EPD
- Continued training on bus safety

School Security Officers

- Restructuring of job description & duties
- Reevaluate program when hardening is completed

	2015			2016			2017			2018			2019		
	SRO	SSO (a)	SSO (u)	SRO	SSO (a)	SSO (u)	SRO	SSO (a)	SSO (u)	SRO	SSO (a)	SSO (u)	SRO	SSO (a)	SSO (u)
Enfield HS	1	1	0	2	0	2	2	0	2	2	0	2	2	0	2
Fermi HS	1	1	0	1	1	1	2	0	1	2	0	1	2	0	1
JFK Middle	1	1	0	1	1	1	0	1	0	0	1	0	0	0	0
Henry Barnard	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Prudence Crandall	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Enfield Street	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Nathan Hale	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Hazardville Memorial	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Edgar Parkman	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Eli Whitney	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Head Start	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Stowe	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Alcorn	0	0	0	1	1	0	1	1	0	1	1	0	1	1	0
Total	3	12	0	4	10	2	5	9	3	5	9	3	5	4	3

Enfield HS
Fermi HS
JFK Middle
Henry Barnard
Prudence Crandall
Enfield Street
Nathan Hale
Hazardville Memorial
Edgar Parkman
Eli Whitney
Head Start
Stowe
Alcorn

**BOARD OF EDUCATION
REGULAR MEETING MINUTES
APRIL 28, 2015**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on April 28, 2015.

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

Chairman Sirard stated that Vice Chairman David Wawer would participate remotely at tonight's meeting per policy #9341.8 Participation at Board Meetings by Remote Methods.

MEMBERS PRESENT: Peter Jonaitis, Raymond Peabody, Lori Unghire, Dave Wawer, Vin Grady, Tina LeBlanc, Timothy Neville, Stacy Thurston and Tom Sirard

MEMBERS ABSENT: None

ALSO PRESENT: Dr. Jeffrey Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; EHS Student Representative Christine Luksic and FHS Student Representative Thomas Vose

6. **BOARD GUEST(S)**

a. **UCONN Pep Group -**

Board members welcomed the UCONN Pep Group to the Board meeting.

Mrs. Lorena Cisneros thanked the Board for inviting their PEP (People Empowering People) group to the Board meeting. She started working for the Enfield Public Schools as a Paraprofessional and is now the Bookkeeper in the Business Office.

Mrs. Cisneros explained what UCONN PEP is about. They are a group of Hispanic and Latino individuals that provide training and support to adult population resulting in changes in their lives and communities. The UCONN PEP Mission is for people to work together to make their community a better place for themselves and their children. They provide 10 formal training sessions where the participants work on projects that benefit the community.

Mrs. Cisneros added the first UCONN PEP class project held a community conversation where they discussed ESL classes, helping our children with school work and translation in the schools. They were awarded an Infrastructure Grant from the William Casper Graustein Memorial Fund and offered math and literacy classes for K-2 parents.

Mrs. Cisneros reviewed how they translate materials from the school and retelling stories. They were able to bring a guest speaker Madre Latina Incorporated to one of their classes. They offered ideas on how to help the community. She reviewed the percentage of Latino

students in Enfield in grades K-2, 3-5, 6-8 and 9-12. She also compared the growing number of Latino students from 2013 (550) to 2015 (604).

Mrs. Cisneros distributed a flyer for a community conversation being held on May 21, 2015 at the Angelo Lamagna Activity Center at 5:00 PM and a flyer for a Latin Dance being held on May 1, 2015 at the Alcorn School Gym at 5:00 PM. Both flyers were in English and in Spanish.

UCONN PEP members Lolita Cisneros, Ana Troya and Fernanda Cabriotti spoke about their experiences, collaboration and connections they have made. They are all here to help our community grow.

Mr. Peabody thanked the PEP group for what they are doing for the community.

Mr. Neville also thanked the group. He appreciates your mission and added that you are all great role models. Welcoming families that speak a different language is a hard task. Please let us know if there is anything that we can help you with.

Mrs. LeBlanc added that you saw the need and acted on it. This has been an area where we need help communicating with families. She can imagine how Spanish speaking families and students feel because she has a hard time understanding math. This is a wonderful program you are offering. Thank you for what you are doing.

Mrs. Cisneros added when her son first started school, she also did not understand English very well and knew this was an area that needed to be improved.

Mr. Grady added that the language barrier is really the problem reaching out to our families.

Mrs. Cisneros stated we have started translating paperwork in Spanish for the families which is helping greatly. She thanked Dr. Schumann and Mr. Drezek for allowing her to work with families that need translation and appreciates the opportunity to help others.

Chairman Sirard thanked the UCONN PEP group for what they are doing for the Enfield community.

b. Enfield KITE

Mrs. Pam Brown, Social Services Director and Mrs. Chris Gomeau, KITE Coordinator gave an overview of the School Readiness Grant to the Board. The grant is submitted jointly by both the Town of Enfield and Board of Education.

Mr. Neville asked what is the amount of the grant you are applying for. Mrs. Brown stated the grant amount is for \$271K with \$3,790 for training. This grant is for one year.

Mrs. Gomeau added that the grant is renewable each year.

Mr. Jonaitis asked if this goes along with the early learning center at Stowe? Mrs. Brown stated that we have offered the ECDC (Enfield Child Development Center) program for the past 12 years. ECDC may be moved to the Stowe Early Learning Center.

Chairman Sirard thanked Mrs. Brown and Mrs. Gomeau for everything they are doing for our community.

7. SUPERINTENDENT'S REPORT

a. Student Representatives Report – as presented

- b. Public Hearing on the FY2015-16 Budget – as presented
- c. Grants Report – as presented
- d. Personnel Report

Dr. Schumann added that the BUZZ Robotics Team will attend the May 14th Board meeting. He will show the Board a video from their competitions.

8. AUDIENCES - None

9. BOARD MEMBER COMMENTS

Mr. Peabody attended the Fermi Relay for Life fundraiser event. They raised around \$300. There is another event being held in Suffield. They are trying to raise \$13K. He would like to see members of the Board participate in this worthwhile student run event.

Mr. Peabody thanked the PEP group for what you are doing for our community and the Town of Enfield. He wished Liz Davis a speedy recovery. He also extended his condolence to the family of Keith Winans. He was part of the Fermi Use Committee and will be missed.

Mr. Peabody would still like for the Board to hold a budget workshop. There are still some questions that need to be addressed.

Mr. Peabody stated the MOU for the guards have been passed on to the Board. There has been dialogue between the Town and us. This issue still needs to be resolved.

Mr. Peabody also thanked Mrs. Brown and Mrs. Gomeau for what you do for our students. KITE is a very involved group in our community. The more we do for our students now, the less we will need to do in the future.

Mrs. Unghire stated she attended the CREC Council meeting in Hartford and attended the tour of the EHS STEAM wing. The progress that has been made is amazing.

Mrs. Unghire congratulated the BUZZ robotics group and looks forward to their presentation at the next Board meeting. She congratulated the PEP group for all of their hard work for our community members.

Mrs. Unghire stated that she will tour a CREC school in New Britain to see all of the hardening they have done. If any Board member would like to join her, please contact her. She will also tour the CREC School in Enfield.

Mr. Wawer congratulated our 2 student representatives. They have both represent their high schools proudly and gave excellent reports about the happenings at their respective schools. He thanked their families for allowing them to spend time with the Board every two weeks.

Mrs. LeBlanc stated groups like PEP and KITE do a lot of good for our community – thank you for everything you do. You are helping our children and the community to make Enfield better. You should all be commended for what you do.

Mr. Neville echoed Mrs. LeBlanc. PEP is helping our community greatly. KITE also reaches out into our community. Both groups should be commended for everything you do for our community. Your work is important to this community. KITE has been involved with us for the past 12 years and we take these things for granted. Thank you for the good work. Please let us know if there is anything we can do to assist you.

Mr. Neville congratulated the BUZZ Robotics group. He used to attend these competitions when his son was a member. He is looking forward to their presentation at the next Board meeting.

Mr. Neville stated at the last Curriculum Committee meeting we discussed scheduling for the new combined high school. We discussed different types of scheduling. We will continue to discuss this further.

Mrs. Thurston thanked the BUZZ Robotics team and the PEP group. You are absolutely amazing. Communication is taken for granted. We should do something to help with the translations of school paperwork for our families. This is something we take for granted.

Mr. Jonaitis stated that he thought the guards were going to be discussed tonight. He would also like to know when we will decide the future of the Fermi building. These are two items that have been dragging on for some time.

Chairman Sirard thanked the PEP group. You saw a need and stepped up to the plate for our community. Thank you and he is very proud of what you are doing for our community.

Chairman Sirard is proud of our student athletes and competitive teams like Buzz robotics. Keep up the good work. You make all of us in Enfield look good.

Chairman Sirard congratulated KITE for everything you do with early intervention. Your hard work will pay off in the long run. He thanks you for all of your hard work.

Chairman Sirard added the Community Budget Presentation will be held on Wednesday, April 29th and he encourages everyone community member to attend. Please attend and speak. We will listen to what you are saying. We need your input.

Chairman Sirard stated the Future Use of Fermi Committee will meet on Thursday, April 30th. He will report back to the Board at the next meeting.

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

a. Approval of School Readiness Grant

Mr. Neville moved, seconded by Mr. Peabody that the Enfield Board of Education approves the Head Start Enhancement Grant, Head Start Services Grant and the Head Start Link Grant as presented.

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

Mr. Grady moved, seconded by Mr. Neville that the Enfield Board of Education groups the following Policy Items B-I together in order to speed up the First Reading process for Proposed Policy Revisions and New Policies.

b. Proposed New Policy – #5140.2 Sexual Abuse and Assault Awareness and Prevention Program – First Reading

c. Proposed Policy Changes – #5131.9 Bullying Prevention, Teen Dating Violence Prevention and Intervention Policy – First Reading

- d. **Proposed New Policy – #3545.3 Transportation of Students by School Personnel – First Reading**
- e. **Proposed New Policy – #1240.2 Policy Regarding Visitors – First Reading**
- f. **Proposed Policy Changes – #4000 Personnel Smoking Restriction Alcohol, Tobacco and Drug-Free Workplace – First Reading**
- g. **Proposed Policy Changes – #4118.5 Computer Network and/or Internet Use Policy – First Reading**
- h. **Proposed Policy Changes – #5131.61 Student Conduct – Smoking/Tobacco Restriction Policy – First Reading**
- i. **Proposed New Policy – #5141.7 Concussion and Head Injuries – First Reading**

Discussion:

Mr. Jonaitis would like to discuss each policy separately. We are making changes that no one will know about.

Chairman Sirard stated that Vice Chairman Wawer, the Policy Committee Chair is available to discuss the policy changes for Items B-I.

Mr. Wawer stated that he will refer this to Mr. Drezek to summarize the policy changes.

Mr. Drezek stated that a lot of these policy changes are required by legislature. The Policy Committee has reviewed the changes that were given to us from our Policy Service from Shipman and Goodwin. They have been reviewed by our attorney to make sure we are in good standing with what the legislative assembly is requiring. He reviewed the proposed policy changes to policies 5140.2 and 5131.9. The remaining policy changes are similar. This is why Mr. Grady made the motion to include this group in one motion.

Chairman Sirard stated that Items B-I there are no real substance changes, just adjustments being made so we are in compliance with State law.

Mr. Drezek stated that is correct. There are some changes to the structure of the policies. Some of the policies were outdated and we included all of the required legislative changes from the policy service models to place us back into compliance.

Chairman Sirard asked if the Policy Committee has vetted these changes and approves these recommendations being presented for a first reading. Mr. Wawer stated that is correct and all changes were thoroughly discussed at the last Policy meeting.

Mr. Jonaitis thought we would have reviewed each policy individually. He asked for further clarification for Item E – Proposed New Policy #12401.2 Policy Regarding Visitors. Mr. Drezek stated our current policy has visitors and volunteers under one policy. The proposed new policy only addresses visitors. This was done on the advice of our attorney.

Mr. Jonaitis asked if this policy breaks them into two groups. Mr. Drezek stated that policy will be addressed under Item M Policy #1240.1 later on the agenda.

Mr. Jonaitis asked for further clarification for Item F – Proposed Policy Changes #4000 Alcohol, Tobacco and Drug-Free Workplace. Does this include the students in this policy? Mr. Drezek stated Item H – 5131.61 Student Conduct – Smoking/Tobacco Restriction addresses the

students and Item. F addresses employees. By law we needed to address electronic cigarettes.

Mr. Jonaitis has a real concern with students smoking in the bathrooms and if you do not physically see them smoking, they are not considered to be smoking. This bothers him and for this reason he will not approve Item H.

Mrs. LeBlanc stated that teenagers are really into electronic cigarettes. What about after school hours and smoking on school grounds. Mr. Drezek stated State Laws prohibit smoking on school grounds. Signs are posted at all schools prohibiting this. Enforcing this may be difficult after hours. Mrs. LeBlanc added the Town should revisit this and enforce it.

Mr. Jonaitis asked for further clarification for Item G – Proposed Policy Changes - #4118.5 Computer Network and/or Internet Use Policy. Do employees know that the administration has the right to look into your computer use? They can see what is on your computer. Employees cannot use their own server.

Mr. Drezek stated that if any EPS employee uses our server, we have the authority to access your computer account information. Employees sign a release about this when they are hired.

Mr. Jonaitis asked if employees can use their own device at school. Mr. Drezek stated employees can use their own personal devices like a cell phone or laptop.

Point of Clarification:

Mr. Peabody stated we are talking about laptops. Laptops and servers are different. You would need to get by the firewall on the laptop or pc.

Mr. Drezek stated this question was addressed at the Policy Committee meeting. We have the capability to access employee e-mails.

Mr. Neville added that it is standard procedure at most companies if you are using company computers, they can access any personal information being transmitted via e-mails and e-mails are FOI-able. Most people are very careful sending e-mails.

A vote by **roll-call 8-1-0** passed with Mr. Jonaitis in dissent.

j. Proposed Policy Changes - #5142 ~~Policy on Safety School Security and Safety~~ - First Reading

Mr. Neville moved, seconded by Mrs. Thurston that the Enfield Board of Education approves proposed policy changes to #5142 School Security and Safety as a First Reading.

Mr. Drezek reviewed the required proposed policy changes.

Discussion:

Mr. Jonaitis would like the proposed policy changes read. Mr. Drezek stated the policies have all been placed on the website for public input. Mr. Jonaitis would like a brief explanation of the policy changes.

Mr. Drezek stated the Board is required to have a policy that references the safety plans and committee. We are also required to have a safety and security plan and committee at each school. The language in the policy has been taken directly from the State statute. This is the policy recommendation from our legal counsel.

Mr. Jonaitis stated his objection is that each individual school has their own safety committee. He would like a safety procedure for all of the schools and then look at each school to see the changes they need to make. Our teachers have enough to do without adding another committee for them to be on. Central Office will need to approve each safety plan. We should come up with the plan and then have each school address the plan for their individual needs.

Mr. Drezek stated the law is specific on how this is to be addressed.

Chairman Sirard stated we are in full compliance with the State and are allowed to do this. We do not have a lot of options to modify this.

Mr. Jonaitis would just like to see us produce the plan for them to use and they can modify by their school needs.

Chairman Sirard stated that is exactly how this was handled from the start. We gave them boiler plate language to use. Each individual school committee came up with their school safety plan.

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

k. Proposed Policy Changes - #9133 Standing Committees of the Board – First Reading

Mr. Grady moved, seconded by Mrs. Thurston that the Enfield Board of Education approves the proposed policy changes to #9133 Standing Committees of the Board as a First Reading.

Mr. Drezek reviewed the proposed policy changes.

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

l. Proposed Policy Changes - #2112.4 Employment of Administrators – First Reading

Mr. Grady moved, seconded by Mr. Neville that the Enfield Board of Education approves the proposed policy changes to #2112.4 Employment of Administrators as a First Reading.

Discussion:

Mr. Drezek reviewed the proposed policy changes. This policy made references to other policies and changes were needed to the policy about the number of candidates the Board would interview for administrators.

Mr. Jonaitis does not like only interviewing one candidate. He believes the Board should interview two or more candidates for principal positions. We need to have candidates from all areas. We would need to wait a month to bring forward another candidate if this one did not work out.

Mr. Neville stated we hired Dr. Schumann and he has put together a team that he can work with. We need to put our trust in him to bring forward the most qualified candidate for any open administrator position. We can turn the candidate down if we are not happy with them. This is how most districts work.

Mr. Jonaitis stated this is his 3rd term on the Board and we all have different views. This Board can be saddled by a previous Board's decision. We will be stuck with who has been hired previously. What if the superintendent leaves us with the team he has assembled and takes Mr. Drezek with him? The last 4 principals were hired and we had a small window to

hire them in. There have been times in the past when the Board has hired a principal that the superintendent did not choose.

Mr. Neville added the superintendent may be stuck with our views and our people also. We need to have a level of trust for him to put together a team that he can work with for the district. He is comfortable with this policy change.

Mr. Jonaitis added that we hired a Curriculum Director who came in running and made many changes. She has now left the district and we are now stuck with those ideas. He does agree with a lot of those ideas.

Chairman Sirard cautioned Mr. Jonaitis to not mention personalities.

A vote by **roll-call 8-1-0** passed with Mr. Jonaitis in dissent.

m. Proposed Policy Changes - #1240.1 Volunteers in Schools School Volunteers, Student Interns and Other Non-Employees – First Reading

Mr. Grady moved, seconded by Mrs. Thurston that the Enfield Board of Education approves the proposed policy changes to #1240.1 School Volunteers, Student Interns and Other Non-Employees as a First Reading.

Discussion:

Mr. Neville asked if we can waive the second reading on this policy to speed up the process.

Mr. Grady stated the administrative regulation deals with the majority of this item.

Mr. Dredek stated the administrative regulation was distributed and explained to the administrators. The principal's have shared the regulation with the PTO presidents. Field days and end of the year activities would be covered under the current administrative regulation that was previously presented to all administrators last Thursday.

Mr. Neville asked if the public would have access to the administrative regulation. This might help with some of the confusion.

Mr. Dredek stated they can share the administrative regulation with anyone that inquires about it and the PTO presidents. We have not received any questions about this. If you have any questions about this, contact me or the school principal.

Chairman Sirard would like the administrative regulation to be explained.

Mr. Wawer stated the administrative regulation is not up for a vote. It was discussed at the Policy meeting.

Chairman Sirard stated the administrative regulation is in compliance with our policy. Can you give us a summary of the new policy.

Mr. Dredek explained that the new policy clarifies when volunteers are in our schools. It also identifies what a volunteer is and their importance in our schools. The policy outlines what is entailed to be a volunteer in our school. The regulation goes into more detail explaining this and explains when volunteers will need to be fingerprinted. They are broken into two groups. Group one does not require fingerprinting and group two does require fingerprinting. It also details when background checks are needed.

Chairman Sirard stated this policy has been in the works since October 2014. Mr. Wawer stated we have been discussing this since the fall and it was placed on the December 2014 Policy agenda.

Mr. Peabody stated that he has read the policy. He does not see background checks or criminal history checks in the policy. Mr. Drezek stated that all of our policies are vetted through our legal counsel. It is referenced on line 56 of the policy.

Mr. Peabody does not agree with this. We need to be explicit with the policy. Mr. Drezek stated this policy was given to us by our legal counsel.

Mr. Peabody would like to see the model policy we were given. He would also like to see a written comment from the attorney regarding this policy. Mr. Drezek stated you are looking at the model policy. Our existing policy has been stricken out.

Mr. Peabody would like to see us include in the policy that fingerprinting will be done. He knows this is not required.

Mr. Neville stated since this is the first reading, this can still be researched further before the next policy reading. If clarification is needed, we should look into this.

Mrs. Thurston stated when you are fingerprinted you are told that a background check will be performed.

Mr. Peabody stated there is a communication gap and this needs to be vetted out.

Mr. Wawer stated we discussed this at length at the Policy meeting and if there are further questions, we can refer this back to the Policy Committee for further review.

Mr. Jonaitis stated he finds fingerprinting our parents to be somewhat insulting. Especially parents that are known to the system and that have multiple children in our schools. We have lost many volunteers because of this. Our legal counsel and legislators are getting involved in the day-to-day operations of local school boards.

Mr. Neville stated all of these items are listed in the administrative regulation. Group one does not have to do anything. Group two is for overnight trips and when there is direct contact with students with limited supervision from certified staff members.

Mr. Jonaitis stated if he goes to the Big E and you have chaperones with groups of students they must now be fingerprinted in order to be with the students. You know many of these parents. He feels we have taken this too far.

Mr. Grady added that times have changed. What would you say to the parent if something happens to their child and the volunteer was not fingerprinted?

Mr. Jonaitis stated you just don't take any chaperone off of the street.

Chairman Sirard added that all of our employees have been finger printed.

Mr. Peabody does not object to background checks. It is the method for the background checks that we are doing that bothers him.

Chairman Sirard is comfortable with the process. There are many false positives with background checks. Fingerprinting eliminates the false positive.

Mr. Peabody stated that a criminal history check will include this. We need to be explicit with our policy and list exactly what will be done.

Mr. Jonaitis gave an example of a family with multiple children that attended our school and is known by many. She would still need to have a fingerprinting check if she went on a class trip.

Mrs. LeBlanc stated this is something she needs to do. This is her 3rd child and if she wants to participate on field trips, she will need to be fingerprinted.

Mr. Peabody added it is all about logistics at this point.

Mrs. LeBlanc stated when she volunteered for the Enfield Soccer Club, they had a form that deterred people from volunteering due to their past history. This could save us with some of the grey areas.

Mr. Peabody stated the policy we have has the opportunity for an appeal. If there is a false positive, there is an opportunity to explain this.

Mr. Neville wished we could go back to the good old days. The world has changed. Trips to a Broadway show or to Sturbridge Village need to be addressed. He considers an overnight trip as something different.

Chairman Sirard asked if the Board would like to refer this back to the Policy Committee for further review?

Mr. Jonaitis would like to move some of these trips to another tier. He understands overnight field trips. There is a degree of common sense and reasonability that needs to be considered.

Mr. Neville would like to resolve the issue now. It is not cut and dry. When you are on a field trip you have parents and staff members with the students. Volunteers would need to be fingerprinted.

Mr. Drezek stated when groups are separated into smaller groups on any field trip and you will not be under direct supervision of a staff member, volunteers will need to be fingerprinted.

Mr. Neville stated overnight field trips require background checks. A trip to the Bushnell would also require this. If there are any questions about a field trip, you can bring them to the Superintendent to review them case-by-case.

Mr. Jonaitis stated that field trips take a lot of time to plan.

Chairman Sirard asked if we alter the policy or would be going against the advice of legal counsel?

Mr. Drezek stated you still have time to make changes to the policy before the second reading. The policy was recommended by legal counsel.

Mr. Neville stated the issue is with the administrative regulation not the policy.

Mr. Jonaitis asked if we can vote against it tonight, would it be sent back to the Policy Committee for further review.

Dr. Schumann stated the policy can be referred back to the Policy Committee for further review. If it is voted down, we will not have a first reading of this policy.

Chairman Sirard we can just refer this back to the Policy Committee and withdraw the motion. That would un-muddy the waters.

Mr. Neville asked what are we going to do about the regulation?

Mr. Grady stated we can still have the first reading and then make changes if needed to the policy.

Chairman Sirard stated that is why we have a first and second reading so changes can still be made to the policy before it becomes adopted or is sent back to the Policy Committee for further review.

Mr. Neville stated the issue is with the regulation not the policy. What is the forum to discuss the administrative regulation?

Dr. Schumann stated we can write the policy differently so the administrative regulation would change. The Board is responsible for the policies. The administration is responsible for the regulations based on the policy on the advice of legal counsel. If the Board would like to go against legal counsel, we would need to draft a policy differently.

Mr. Jonaitis believes legal counsel has not considered the field trips to Sturbridge Village or the Bushnell. He feels they are thinking of the bigger picture for overnight trips.

Mr. Neville would like to discuss the interpretation of the regulation. The policy is okay and we cannot do anything with the administrative regulation.

Mr. Peabody stated communication is the biggest concern. Fingerprinting means different things and we need to communicate this effectively. He is happy with the new policy. Criminal background checks and fingerprinting need to be clarified in the administrative regulation so there will not be any confusion about this.

Mr. Neville stated the administrative regulation was given to the principals. Did they have any questions with it?

Dr. Schumann stated that Mr. Drezek explained the administrative regulation to ADCO. There were some questions but they were addressed. They also shared the regulation with their PTO presidents and have been implementing the new regulation.

Mr. Neville stated there was a concern that this was not being implemented the same at each school. Dr. Schumann stated that was correct but they have addressed this at ADCO and they all received the same message and are implementing this regulation consistently. We knew there were some inconsistencies but this has been addressed.

Mr. Jonaitis asked if a retired employee comes to a school for a visit, they would need an escort to get to the teacher's lounge or cafeteria. Dr. Schumann stated they need a reason to be at the school. They cannot just stop by for a visit. Our employees are not allowed visitors.

Chairman Sirard agreed that you cannot just show up at a school. You will need to make an appointment. This is a school building.

Mr. Neville is comfortable with the policy. If there are some questions, the principals can come to the Superintendent to be addressed. The inconsistencies were hurting us.

Mr. Jonaitis would like to send this back to the Policy Committee to look at chaperones being fingerprinted for smaller field trips in the area.

Mr. Wawer called for the questioned. The questions are concerning the administrative regulation, not the policy.

A vote by **roll-call 8-1-0** passed with Mr. Jonaitis in dissent.

12. BOARD COMMITTEE REPORTS

a. Building Committee - None

a. Future Use of Fermi

Chairman Sirard reported the Future Use of Fermi Committee will meet again on Thursday, April 30th at 6:00 PM in the Board Conference Room.

13. APPROVAL OF MINUTES

Mrs. Thurston moved, seconded by Mr. Peabody that the Regular Meeting Minutes of April 14, 2015 be approved. A vote by **show-of-hands 8-0-1** passed with Mr. Wawer abstaining.

14. APPROVAL OF ACCOUNTS PAYROLL - None

15. CORRESPONDENCE AND COMMUNICATIONS

- a. Invitation to attend the Enfield High School Academic Awards and Scholarship Night on May 28th at 6:30 PM in the Auditorium.

16. AUDIENCES - None

17. EXECUTIVE SESSION - None

18. ADJOURNMENT

Mr. Grady moved, seconded by Mrs. Unghire to adjourn the Regular Meeting of April 28, 2015.

All ayes, motion passed unanimously.

Meeting stood adjourned at 8:47 PM.

Vincent M. Grady
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary