

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Time-Place:

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

Date: 03/26/19

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Rich Regnier**
- 3. Pledge of Allegiance – Rich Regnier**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
 - a. Board Appreciation Presentation**
 - b. 2018-19 Winter Student Athletic Recognition**
 - c. Enfield Legislators**
- 7. Superintendent's Report**
 - a. Student Representatives**
 - b. Early Release Day, Spring Vacation & Good Friday**
 - c. Arts Festival, Jr. National Honor Society Induction Ceremony & Family Steam Night**
 - d. April 9th BOE Meeting - Cancelled**
 - e. April Events**
- 8. Audiences**
- 9. Board Members' Comments**
- 10. Unfinished Business**
- 11. New Business**
 - a. Approval of School Readiness Grant Application**
 - b. Approve Remaining 4000 Series Policies – First Reading**
- 12. Board Committee Reports**

<ol style="list-style-type: none">a. Curriculum Committeeb. Finance, Budget Committeec. Policy Committeed. Leadership Committee	<ol style="list-style-type: none">e. Joint Facilities Committeef. JFK Building Committeeg. Joint Security Committeeh. Any additional Committees
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- 13. Approval of Minutes:**
 - Regular BOE Meeting Minutes – March 12, 2019**
- 14. Approval of Accounts and Payroll**
 - For the Month of February 2019**
 - Line Item Transfers, if Any**
- 15. Correspondence and Communications**
- 16. Executive Session**
 - Matter(s) Related to Personnel & Collective Bargaining**
- 17. Adjournment**



Date: March 26, 2019
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Board Guests

- a. **Board Appreciation Presentation:** At this time, we will recognize the members of the Board of Education for their devotion and dedication to the students, families and staff members from the Enfield Public Schools.
- b. **2018-19 Winter Student Athletes:** Tonight, we welcome our Athletic Director Mr. Cory O'Connell. Mr. O'Connell and the Enfield High winter coaches will recognize student athletes and athletic teams for their outstanding winter 2018-19 accomplishments. Enclosed in your packet is a memo from Mr. O'Connell.
- c. **Enfield Legislators:** We welcome Senator Kissel, Representative Hall and Representative Arnone to tonight's Board meeting. The Enfield Delegation will give the Board an update and address any Board member questions.



Date: March 26, 2019
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Superintendent's Report

- a. **Student Representatives:** Each Student Representative may have some information or comments to share with the Board regarding events/happenings at Enfield High School.
- b. **Early Release Day, Spring Vacation & Good Friday:** All Enfield Public School students will be dismissed early with lunch on March 28th for a staff afternoon professional development workshop.

Spring vacation will be held the week of April 8th. All Enfield schools will resume their normal schedules on Monday, April 15th. We wish all students and staff a restful and enjoyable time off with your families.

All schools and offices will be closed on Friday, April 19th for Good Friday.

- c. **Arts Festival, Jr. National Honor Society Induction Ceremony & Family Steam Night:** The 53rd Annual Arts Festival will be held on Friday, March 29th from 7:00 – 9:00 PM and on Saturday, March 30th from noon to 3:00 PM. This event is being sponsored by the Woman's Club of Enfield.

John F. Kennedy Junior National Honor Society Induction Ceremony will be held on Thursday, April 4th at 7:00 PM for students in grade six. Enclosed in your packet is an invitation.

The Enfield Public Schools will hold Family STEAM Night for students in grades K-6 on Thursday, April 4th from 5:30 – 7:30 PM at Enfield High School. Enclosed in your packet is a flyer with additional information

- d. **April 9th BOE Meeting - Cancelled:** The Board cancelled the April 9th meeting at their last meeting. The next regularly scheduled meeting will be held on Tuesday, April 23rd.



Date: March 26, 2019
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approval of School Readiness Grant Application

We welcome, Amy Morales and LeAnn Beaulieu to tonight's meeting. They will give the board an update on the School Readiness Grant Application for Fiscal year 2020. Enclosed in your packet is information pertaining to the RFP for the School Readiness Grant and the Quality Enhancement Grant.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding Approving the School Readiness Grant as presented and Authorize the Superintendent to Endorse this Grant.



Date: March 26, 2019
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approve Remaining 4000 Series Policies – First Reading

We welcome, Amy Morales and LeAnn Beaulieu to tonight's meeting. They will give the board an update on the School Readiness Grant Application for Fiscal year 2020. Enclosed in your packet is information pertaining to the RFP for the School Readiness Grant and the Quality Enhancement Grant.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding Approving the School Readiness Grant as presented and Authorize the Superintendent to Endorse this Grant.



Date: March 26, 2019
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Personnel & Collective Bargaining

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

ENFIELD HIGH SCHOOL ATHLETIC DEPARTMENT

1264 Enfield Street Enfield, CT 06082 860-253-6524 F: 860-253-5555

Mr. Cory O'Connell – Director of Athletics
coconnell@enfieldschools.org

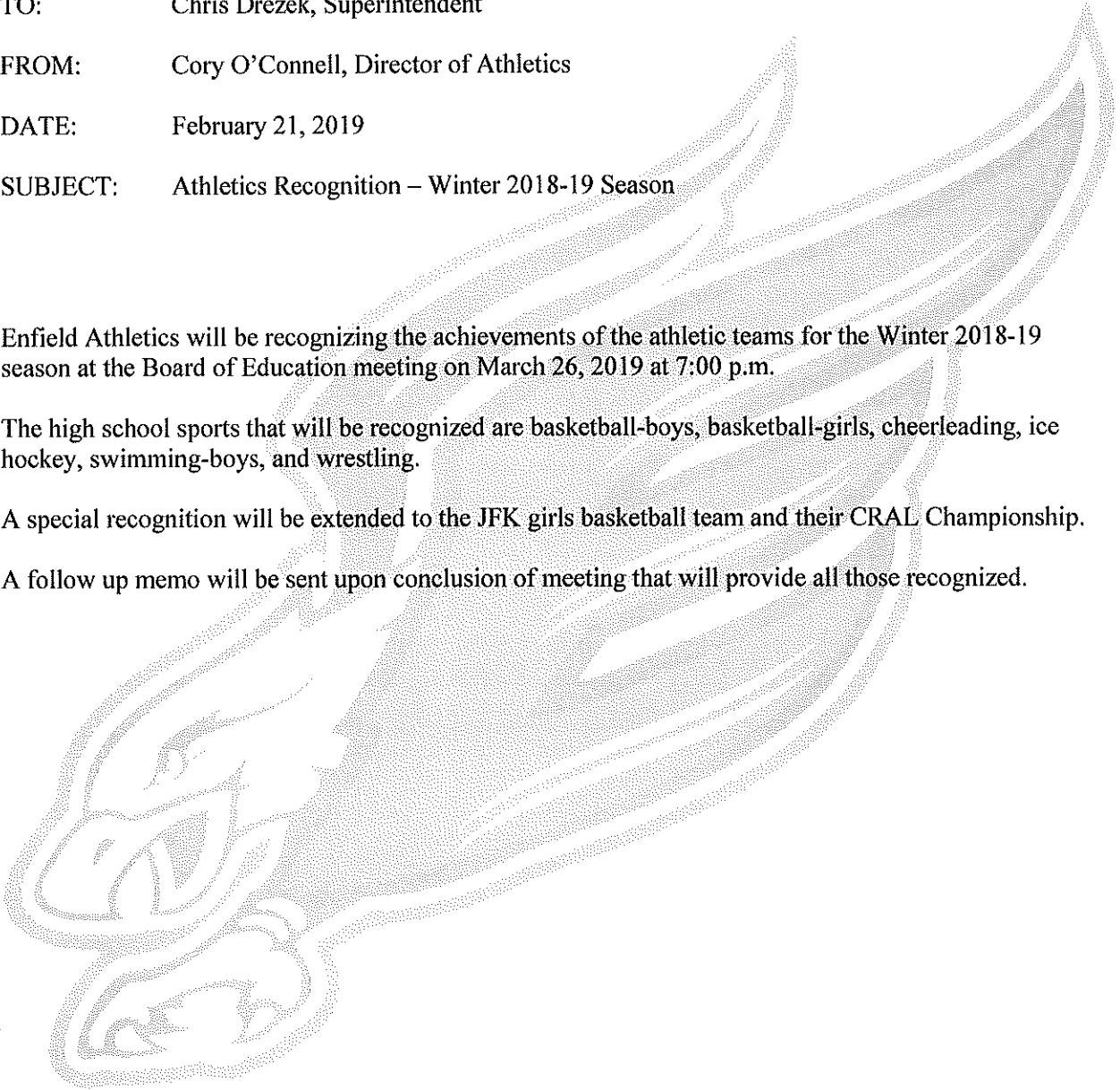
TO: Chris Drezek, Superintendent
FROM: Cory O'Connell, Director of Athletics
DATE: February 21, 2019
SUBJECT: Athletics Recognition – Winter 2018-19 Season

Enfield Athletics will be recognizing the achievements of the athletic teams for the Winter 2018-19 season at the Board of Education meeting on March 26, 2019 at 7:00 p.m.

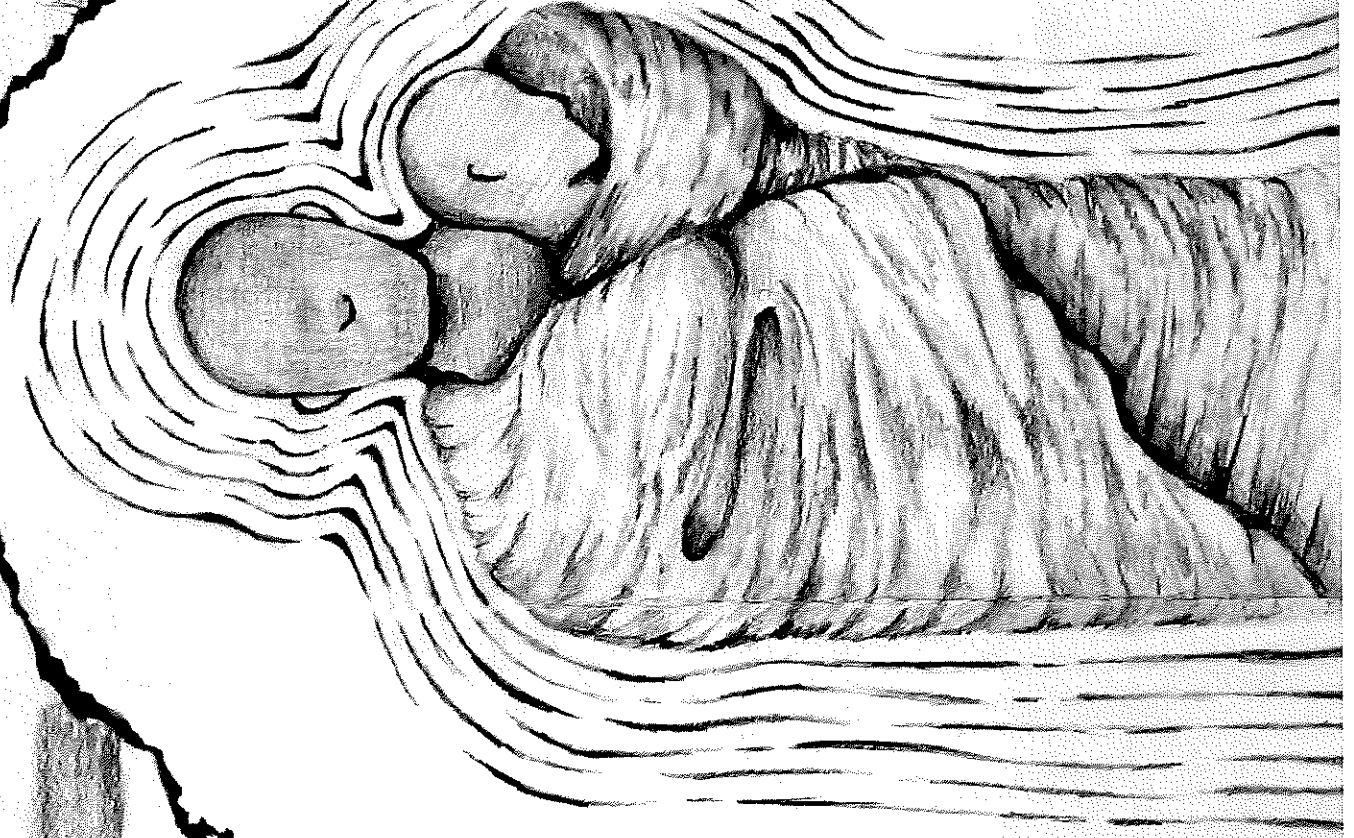
The high school sports that will be recognized are basketball-boys, basketball-girls, cheerleading, ice hockey, swimming-boys, and wrestling.

A special recognition will be extended to the JFK girls basketball team and their CRAL Championship.

A follow up memo will be sent upon conclusion of meeting that will provide all those recognized.



53rd Annual Arts Festival



EHS Cafeteria

Friday March 29th

7pm-9pm

Saturday March 30th

12pm-3pm

Sponsored by:

The Woman's Club of Enfield

John F. Kennedy Middle School



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

Dear Superintendent Drezek,

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 April 4th at 7:00 p.m. This will be a great acknowledgement of the hard work our twenty-six 8th grade inductees have done and the accomplishments they have achieved during their middle school years. Refreshments will be available in the library afterward. We would enjoy your presence at the event.

Sincerely,

Three handwritten signatures in black ink are written in a cursive style. The first signature is 'Elana Beebe', the second is 'David Guertin', and the third is 'Lisa Alpert'.

Elana Beebe, David Guertin, Lisa Alpert
The 2019 NJHS Advisors

Family STEAM Night

Your passport to fun!

Grades K-6

Thursday, April 4th 5:30-7:30 PM

Enfield High School

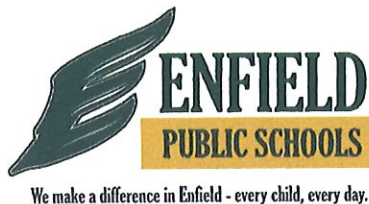


Illustration by Meaghan Doherty, Enfield High

The event includes fun and engaging activities and demonstrations in science, technology, engineering, math, physical education, business, music, and family and consumer sciences.

*Event is free to all and includes prizes!

Item #7d.



OFFICE OF THE SUPERINTENDENT

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

March 15, 2019

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

Dear Mrs. Olechnicki:

Be advised that the Enfield Board of Education has cancelled their regularly scheduled meeting for Tuesday, April 9, 2019. The next scheduled Board meeting will be held on Tuesday, April 23, 2019.

cc: BOE

To: Enfield Board of Education Members

From: Amy Morales, Enfield School Readiness Liaison
LeAnn Beaulieu, Chairperson of KITE (Key Initiatives to Early Education)

Date: March 22, 2019

Subject: School Readiness Grant Application for Fiscal Year 2020

- The Office of Early Childhood has released the Request for Proposal for the Fiscal Year 2020 for the School Readiness Grant and the Quality Enhancement grant, due May 17, 2019.
- This grant provides Enfield with 28 preschool slots for a total of \$249,872 and \$3,881 in Quality Enhancement funds to provide professional development and trainings to enhance the quality of early childhood education programs.
- The grant also includes \$12,494 in funding to be used for the purpose of coordination, program evaluation and administration which will be used to fund a portion of the School Readiness Liaison's salary.
- School Readiness providers must be able to comply with legislative mandates established by the Office of Early Childhood. Historically, the Enfield Child Development Center has been Enfield's only School Readiness Provider.
- A public notice to the community inviting eligible applicants to apply has been released.
- KITE (Key Initiatives to Early Education) serves as Enfield's School Readiness Council and will perform the work of the Council as outlined in the School Readiness Statutes including releasing and reviewing the RFP.
- The School Readiness Grant requires signatures by the Town Manager and the Superintendent of Schools. The grant is on the Town Council meeting agenda for March 18, 2019.

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut**FIRST
READING****Personnel – Certified/Non-Certified****4118.5****Computer Network and/or Internet Use****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 and 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, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, 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. In accordance with applicable laws and administrative regulations, 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.

Computer Network and/or Internet Use (continued)**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: Connecticut General Statutes
 The Freedom of Information Act
 31-48d Employers engaged in electronic monitoring required to give prior
 notice to employees. Exceptions. Civil penalty.
 53a-182 Disorderly conduct; Class C misdemeanor
 53a-182b Harassment in the first degree.
 53a-183 Harassment in the second degree
 53a-250 Computer-related Offenses: Definitions
 Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520

Policy Adopted:

**ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut**

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:** _____

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

R4118.11(a)
4218.11

A new regulation.

Personnel - Certified/Non-Certified

Nondiscrimination

It is the express policy of the Enfield Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, mental or physical disability, status as a Veteran or genetic information.

In order to facilitate the timely resolution of such complaints and/or grievances, any employee who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with:

Office of the Superintendent of Schools
Enfield Board of Education
1010 Enfield Street
Enfield, CT 06082

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified.

Specifically, upon receipt of a written complaint of discrimination, the Superintendent and/or his or her designee should:

1. offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;
5. communicate the findings and/or results of any investigation to the complainant; and
6. take appropriate corrective and disciplinary action, as deemed appropriate by the Superintendent and/or his or her designee.

If the complaint involves an allegation of discrimination based on disability or sex, the

Personnel - Certified/Non-Certified

Nondiscrimination

complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment. (for claims of discrimination and/or harassment based on sex).

For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Boston Office
Office of Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Tel. (617) 289-0111

If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination.

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (860 566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (617-565-3200).

(cf. 4118.112 – Sexual Harassment)
(cf. 5145.4 – Nondiscrimination on the Basis of Disability)
(cf. 5145.5 – Exploitation: Sexual Harassment)

Regulation Approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4118.15

Workplace Violence/Threats/Verbal Abuse

The Enfield Board of Education, in order to provide a safe and productive work environment, hereby adopts the following “zero tolerance” policy for workplace violence.

Each employee shall have the right to work in an environment free from violence. Employees are prohibited from committing any act of violence on or towards another person at any Board/Town work location or worksite. Violence is defined under this policy as acts of physical force against a person; assault; battery; intentionally placing hands upon another with the intent of harming another; intentionally causing harm to another through using any device, weapon or object; provoking another employee or individual to harm another person.

Each employee shall have the right to work in an environment free from threats of violence and from verbal abuse. Threats of violence shall be defined as the use of words or phrases indicating an intent to do physical harm to another. Verbal abuse shall include use of obscene or offensive language designed to humiliate, denigrate, belittle or provoke another person. This shall include the use of racial epithets. No employee shall bring into or possess in the workplace any weapon. For the purposes of this policy the term “weapon” includes, but is not limited to, any type of firearm, any type of knife with a blade of four inches or more, or any other weapon designed to injure. Employees are further prohibited from storing any firearm or knife, or other weapons designed to injure, in any privately-owned motor vehicle parked at a Board/Town owned parking lot or at a worksite where one or more Board employees are assigned to work. For the purposes of this policy the term “workplace” includes all public buildings, facilities, and vehicles owned by the Board of Education, Town of Enfield, and worksites where one or more Board employees are assigned to work.

Any employee who witnesses or is subject to an act of violence, use of threatening language, or verbal abuse as described in this policy shall immediately notify their supervisor of such act. An employee may choose to directly notify the Chief Personnel Officer and/or Superintendent of Schools. Any supervisor so notified shall take any necessary remedial measure to ensure the safety of employees and other persons in the immediate area and shall immediately inform the Superintendent and the Chief Personnel Officer. The Chief Personnel Officer shall promptly investigate the report and take all necessary appropriate actions. Any employee who violates this policy will be subject to the imposition of discipline, up to and including the termination of employment.

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rule(s), policies, and procedures.
10-238 Petition for hearing by board of education.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

R4118.15(a)
4218.15

Personnel-Certified/ Non-Certified

Rights, Responsibilities and Duties

Workplace Bullying (Congenial and Healthy Workplace)

Procedures for Dealing with Workplace Bullying

There are two stages for dealing with cases of alleged bullying: Stage One: Informal and Stage 2: Formal.

Sometimes individuals may be unaware of the negative effects of their behavior on other adults in the workplace. Such individuals may simply need to be told. Thus, at times incidents of bullying can be handled effectively in an informal way under Stage One. If an incident occurs that is offensive, it may be sufficient to explain clearly to the offender that the behavior is unacceptable. If the circumstances are too difficult or embarrassing for an individual, support may be sought from another colleague, a contact person, staff representative, Principal, or other administrator.

A complainant may decide, for whatever reason, to bypass the informal procedure and proceed to Stage Two.

The following section outlines the procedures to be followed with respect to a complaint. The procedure for dealing with bullying in the workplace is as follows:

1. Informal Procedure

While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters. As a general rule therefore, an attempt should be made to address an allegation of bullying as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the individuals involved.

- (a) Any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behavior in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice on a strictly confidential basis, from a contact person. A contact person in the school environment could, for example, be a work colleague, a member of the administration or a bargaining unit representative.

In this situation the contact person should listen patiently, be supportive and discuss the various options open to the employee concerned.

Personnel-Certified/ Non-Certified

Rights, Responsibilities and Duties

Workplace Bullying (Congenial and Healthy Workplace)

Procedures for Dealing with Workplace Bullying

1. Informal Procedure (continued)

- (b) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.
- (c) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

2. Formal Procedure

If an informal approach is inappropriate or if after the informal stage, the bullying persists, the following formal procedures should be invoked:

- (a) The complainant should make a formal complaint in writing to his/her Principal. If the Principal/Assistant Principal is the subject of the complaint, the formal complaint should be made to the Superintendent of Schools.
- (b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement and advised that they shall be afforded a fair opportunity to respond to the allegation(s).
- (c) The complaint should be subject to an initial examination by a designated member of the administration, who can be considered impartial, with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution which would require the agreement of all parties, or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the validity or otherwise of the allegation(s).
- (d) The investigation should be conducted by either a designated member or members of the administration or, if deemed appropriate, an agreed third party. The investigation should be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).

Personnel-Certified/ Non-Certified

Rights, Responsibilities and Duties

Workplace Bullying (Congenial and Healthy Workplace)

Procedures for Dealing with Workplace Bullying

2. Formal Procedure (continued)

- (e) The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
- (f) The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witness or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.
- (g) Every effort should be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe. On completion of the investigation, the investigator(s) should submit a written report to the Principal/Superintendent of Schools containing the findings of the investigation.
- (h) The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.
- (i) Both parties should be given the opportunity to comment on the findings before any action is decided upon by the Principal/Superintendent. The method of communicating the commentary shall be in writing.
- (j) Should the Principal/Superintendent decide that the complaint is well founded; the alleged perpetrator(s) should be given a formal interview to determine an appropriate course of action. Such action could, for example, involve counseling and/or monitoring or processing the issue through the disciplinary and grievance procedure of the employment.

3. Confidentiality

All individuals involved in the procedures referred to above should maintain absolute confidentiality on the subject.

4. Record Keeping

At all stages of the process a clear record should be kept of:

- the investigation undertaken
- all communications to/by the complainant
- the subject of the complaint
- the steps and all the decisions taken

Personnel-Certified/ Non-Certified

Rights, Responsibilities and Duties

Workplace Bullying (Congenial and Healthy Workplace)

Procedures for Dealing with Workplace Bullying

4. Record Keeping (continued)

The above records should be held by the Principal/Superintendent in a confidential manner in a secure place.

Where a complaint has been rejected or has not been upheld, a statement to that effect shall conclude the record in the personnel file of the complainant. All records in relation to a rejected/not upheld complaint shall be removed from the personnel file of the subject of the complaint. A statement of the outcome of the investigation will conclude all other files. Where a statement of the outcome of the investigation confirms the allegation to be true then the statement of outcome shall be placed on the file/record of the person against whom the investigation upheld the complaint.

5. Protection and Support

Staff shall be protected from intimidation, victimization or discrimination for filing a complaint or assisting in an investigation. Retaliation against a member of staff for complaining about bullying/harassment is considered a disciplinary offense. A malicious complaint made by a staff member will be treated as misconduct under the disciplinary procedure.

6. Assistance in the Event of Harassment

Every effort will be made to assist if they so wish, persons who are victims of bullying/harassment to deal with the problem and where it is requested, the services of a counselor will be made available by the Board of Education. Persons who bully/harass others may be requested to attend counseling to prevent further incidences of harassment occurring. Access to such counseling may be made available by the Board of Education.

It is considered that all personnel who have a role in either the informal or formal procedure – e.g. designated members of administration, worker representatives, union representatives etc. – should be made aware of appropriate policies and procedures which should, if possible, include appropriate training.

Regulation approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4118.41

Rights, Responsibilities and Duties

Electronic Mail

Employee Online Privacy

In order to protect employee privacy, the Board of Education (Board) pursuant to Public Act 15-6, will not request or require District employees or job applicants to provide the Board with a user name and password, password or any other authentication means for accessing a personal online account. A District employee or applicant shall not be requested or required to authenticate or access a personal online account in the presence of a member of the administration. In addition, the District shall not require or request an invitation to join any personal online account of an employee or applicant.

The District shall not discharge, discipline, discriminate against, retaliate against or otherwise penalize any employee who refuses to provide this access or files a complaint, verbally or in writing, with the Board or with the Commissioner of Labor about the staff member's refusing such access. The decision of the Commissioner of Labor may be appealed to the Superior Court.

The District shall not refuse to hire an applicant based on the applicant's refusal to provide access to his/her personal account.

Definitions

1. **"Applicant"** means any person actively seeking employment from the District.
2. **"Employee"** means any person engaged in service to the District.
3. **"Employer"** means any person (Board/District) engaged in business who has employees, including the state and any political subdivision (board of education) thereof, except "employer" shall not include any state or municipal law enforcement agency conducting a pre-employment investigation of law enforcement personnel.
4. **"Electronic communications device"** means any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, as those terms are defined in section 53a-250 of the general statutes, and a cellular or wireless telephone.
5. **"Personal online account"** means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of such employee's or applicant's employer or prospective employer, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of such employee's or applicant's employer or prospective employer.

Rights, Responsibilities and Duties**Electronic Mail****Employee Online Privacy** (continued)

The Board recognizes, as permitted pursuant to P.A. 15-5, that it may request or require that an employee or applicant provide the District with a user name and password, password or any other authentication means for accessing (1) any account or service provided by the District or by virtue of the employee's employment relationship with the Board or that the employee uses for District purposes, or (2) any electronic communications device supplied or paid for, in whole or in part, by the District.

The District will discharge, discipline or otherwise penalize an employee or applicant who has transferred, without the District's permission, District proprietary information, confidential information or financial data to or from such employee or applicant's personal online account.

The Board may conduct an investigation based upon the receipt of specific information about activity on the personal online account of a staff member or applicant to ensure compliance with applicable state or federal laws, regulatory requirements, or prohibitions against work-related staff misconduct. An investigation may also be conducted by the Board based upon the receipt of specific information about a staff member's or applicant's unauthorized transfer of the Board's proprietary information, confidential information, or financial data to or from a personal online account operated by the staff member, applicant or other source.

The Board, in conducting such an investigation may require an employee or applicant to allow District access to his/her personal online account provided the Board shall not require such employee or applicant to disclose the user name and password, password or other authentication means for accessing such personal online account.

(cf. 4111/4211 – Recruitment and Selection)

(cf. 4112.5/4212.5 – Security/Credit Check)

(cf. 4118.4/4218.4 – Electronic Monitoring)

(cf. 4118.5/4218.5 – Acceptable Computer Network Use (Employee Use of Technology))

Legal Reference: Connecticut General Statutes
 P.A. 15-6 An Act Concerning Employee Online Privacy
 The Freedom of Information Act
 31-48d Employees engaged in electronic monitoring required to give prior notice to employees

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4118.51

Social Networking

The Enfield Board of Education recognizes and respects the First Amendment Rights of its employees and acknowledges that its employees have the right, in certain circumstances, to speak out on matters of public concern through any and all media, including social media (i.e. Facebook, Twitter, Bing, etc.). The Board of Education also recognizes that inappropriate content authored by employees can interfere with the educational process. Therefore, Enfield Public School employees who engage in personal use of social media should be aware that any use which interferes with the educational mission of the district, breaches confidentiality obligations of school district employees, or harms the goodwill and reputation of the school district is not acceptable and is subject to disciplinary action up to and including termination.

Legal References: Connecticut General Statutes
The Freedom of Information Act
53A-182B Harassment in the first degree.
31-48d Employees engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.
United States Code, Title 20
675 1-6777 Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet safety
United States Code, Title 47
254 Universal service discounts (E-rate)
Code of Federal Regulations, Title 47
54.520 Internet safety policy and technology protection measures, E-rate discounts
U.S. Constitution, 1st Amendment
Connecticut Constitution, Article 1, Sections 3, 4, 14

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

R4118.51(a)
4218.51

Rights, Responsibilities and Duties

Social Media

The Enfield Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in the Board's policy or these administrative regulations is intended to limit an employee's right to use social media under applicable law, as it may evolve. The Board acknowledges that its employees have the right under the First Amendment in certain circumstances to speak on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, regardless of whether or not the technology used belongs to the District, when such use:

1. Interferes, disrupts or undermines the educational process;
2. Engages in harassing, defamatory, obscene, abuse, discriminatory or threatening or similarity inappropriate;
3. Breaches confidentiality obligations of school district employees;
4. Creates a hostile work environment;
5. Violates the law, Board policies and/or other school rules and regulations;
6. Disparages the reputation of the school district or district employee; or
7. Is inconsistent with professional codes of conduct.

The Enfield Board of Education, therefore, adopts the following guidelines for the use of social media by Board employees.

Definitions

Administration includes the Superintendent or designee;

Social Media includes a variety of online tools and services that allow users to publish content and interact with their audiences. For the purpose of this policy, the terms "social software" and "social media" may be used interchangeably. The rapid growth of technology continuously evolves and it makes it difficult to identify all types of social media.

Examples are social networking sites such as Facebook, Linked In, Google +; blogs and micro-blogs such as Twitter and Tumblr; content sharing sites such as Scribd, SlideShare; and image sharing and videos having sites such as Flickr, YouTube, Instagram, Vine, and Pinterest.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

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Social Media

Guidelines Concerning Social Media Activity Sponsored by District Schools

If an employee wishes to use social media sites for instruction to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or a school-based activity, or an official school-based organization, or for an official sports team, regardless of whether or not the technology used belongs to the District, the employee must also comply with the following rules:

- The employee must seek and obtain the permission of his/her administrator prior to setting up the site.
- The employee must set up the club, etc., as a group, accessible by all members of the school community. The employee will assume full responsibility for monitoring the social media site. Any changes from the original approved proposal must receive prior approval of the employee's administrator.
- Parents must be permitted to access any pages that their child has been invited to join.
- In the event that the social media site is no longer being utilized, the site manager must close it.
- Access to the site may only be permitted for educational purposes related to instruction, the club, activity, organization, or team.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
- The District reserves the right to direct the employee to close the site in the event of mismanagement, misconduct, misuse or any other behavior addressed by this policy.
- In the event that the employee becomes aware of mismanagement or misuse of the site, he/she will immediately close the site and report the incident to his/her administrator.
- Employees may not link a district-sponsored social media page to any personal social media site or sites not sponsored by the District.
- An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
- An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district or in a manner that could be construed as such.

Personnel-Certified/Non Certified

Social Media

Guidelines Concerning Social Media Activity Sponsored by District Schools (continued)

In addition to the above Guidelines Concerning Social Media Activity Sponsored by the District, the following guidelines apply to Personal Social Media Activity:

1. The lines between public and private, personal and professional are blurred in the digital world. While online and by virtue of being a District employee, the employee may be connected to colleagues, students, parents and the school community. Therefore, you must ensure that content associated with him/her is consistent with the work he/she does in District in accordance with the Connecticut Code of Professional Responsibilities for Educators. Employees must also ensure their profile and related content is consistent with how they wish to present themselves with colleagues, parents, and students. Employees must remember that how they represent themselves online should be comparable to how they represent themselves as a professional person.
2. Employees are required to comply with all Board policies and procedures with respect to the use of computer equipment, networks, or electronic devices when accessing social media sites while on school property. Any access to personal social media activities while on school property or using school district equipment must comply with those policies and may not interfere with an employee's duties and work.
3. The Administration has the right to monitor all employee use of district computers and other district electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, district cellular telephones or other district information technology, as noted in the Acceptable Use Agreement. All posts on personal social media must comply with Board policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information he/she is considering posting, the employee shall consult with his/her supervisor prior to making the post.
4. Employees are required to maintain professional boundaries with students, parents and colleagues. It is not appropriate for a staff member to "friend" a student or his/her guardian or to establish special relationships with selected students through personal social media and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.

Disciplinary Consequences

Violation of this policy, or these administrative regulations, may lead to discipline up to and including the termination of employment consistent with State and federal law.

(cf. 6141.2 - Computer Acceptable Use Policy)

Personnel-Certified/Non Certified

Social Media

Guidelines Concerning Social Media Activity Sponsored by District Schools

Legal Reference: Connecticut General Statutes

- 1-19(b)(11) Access to public records. Exempt records
- 10-15b Access of parent and guardians to student's records
- 10-184 Duties of parents
- 10-209 Records not to be public
- 10-220 Duties of Boards of Education
- 11-8a Retention, destruction and transfer of documents
- 11-8b Transfer or disposal of public records; State Library Board to adopt Regulations
- Section 46b-56(e) Access to Records of Minors
- 31-48d Employees engaged in electronic monitoring required to give prior notice to employees
- Section 53a-182b through Section 53a-183, Computer Related Offenses, as amended by Public Act 95-143, An Act Concerning harassment by Computer and Possession of Child Pornography
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.)
- Dept. of Education 34 CFR Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
- Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)
- Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])
- Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
- Public Law 94-553, the Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Regulation approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4118.112

Discrimination and Harassment

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All reported incidents of sexual harassment will be promptly and thoroughly investigated.

Any person who believes that s/he has suffered sexual harassment shall report the alleged harassment to either the Building Administrator, Personnel Supervisor or Business Manager. If neither person is available, reports may be filed with the Assistant Superintendent. Sexual Harassment report forms are available in the Personnel Office and each school office. Reports of sexual harassment shall be confidential to the extent possible.

Any employee engaging in any action or conduct constituting sexual harassment will be subject to appropriate disciplinary action, up to and including termination of employment. The Board of Education will discipline any individual who retaliates against any person who reports an alleged sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

The Board of Education will not tolerate false accusations of sexual harassment. The employee who files a false report of sexual harassment will be subject to discipline.

The Enfield Board of Education is committed to providing education and training programs to employees. It is the policy of the Board of Education to maintain an environment free from discrimination and harassment where all people are treated in all respects without discrimination or harassment based upon race, national origin, color, age, religion, sex, sexual orientation, military or Veteran status, past or present physical or mental disability.

Discrimination and Harassment

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N915.035)
on Current Issues of Sexual Harassment, effective 10/15/88.
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
Title IX of the Education Amendments of 1972, 34 CFR § 106, *et seq.*
Mentor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
Conn. Agencies Regs. §46a-54-200 through §46a-54-207.
Constitution of the State of Connecticut, Article I, Section 20.

ENFIELD PUBLIC SCHOOLS
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R4118.112
4218.112

Sex Discrimination and Sexual Harassment in the Workplace

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The school district will provide staff development for new district administrators and will publish its policy and grievance procedures to staff and employees in an effort to maintain an environment free of sex discrimination and sexual harassment.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Region Office of the Connecticut Commission on Human Rights and Opportunities, [address], [phone number]. (Your regional CHRO office can be found by accessing <http://www.state.ct.us/chro/index.html>) and/or the Equal Employment Opportunity Commission, Boston Area Office, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Title IX Coordinator

The Title IX Coordinator for the Enfield Board of Education is the Assistant Superintendent of Schools, 860-253-6533.

Regulation approved:

4118.112
4218.112

ENFIELD PUBLIC SCHOOLS
SEXUAL HARASSMENT IS ILLEGAL
AND IS PROHIBITED
BY
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT
(Section 46a-60 of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;
2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
3. SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

Examples of SEXUAL HARASSMENT include:

UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES, KISSES
REQUESTS FOR SEXUAL FAVORS
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS

Remedies for SEXUAL HARASSMENT may include:

CEASE AND DESIST ORDERS
BACK PAY
COMPENSATORY DAMAGES
HIRING, PROMOTION, OR REINSTATEMENT

RETALIATION AGAINST ANY EMPLOYEE FOR COMPLAINING ABOUT SEXUAL HARASSMENT IS PROHIBITED UNDER THIS POLICY AND ILLEGAL.

VIOLATION OF THIS POLICY IS GROUNDS FOR DISCIPLINE, INCLUDING DISCHARGE. INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

AN INFRACTION OF THIS POLICY BY SUPERVISORS OR CO-WORKERS SHOULD BE REPORTED IMMEDIATELY TO ANDREW LONGEY, **[TITLE IX COORDINATOR, OR SUPERINTENDENT IF THE TITLE IX COORDINATOR IS THE SUBJECT OF THE COMPLAINT]**. CONFIDENTIALITY WILL BE MAINTAINED TO THE EXTENT POSSIBLE.

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST IN THE WORKPLACE IN VIOLATION OF THIS POLICY MAY ALSO CONTACT:

THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES REGION
OFFICE [REGIONAL OFFICES AND THEIR ADDRESSES CAN BE FOUND ON THE CHRO WEBSITE,

[HTTP://WWW.STATE.CT.US/CHRO/](http://www.state.ct.us/chro/)

[ADDRESS]

[PHONE NUMBER]

AND/OR:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
BOSTON AREA OFFICE
475 GOVERNMENT CENTER
BOSTON, MA 02203
PHONE (617) 565-3200
(800) 669-4000

CONNECTICUT LAW REQUIRES THAT A FORMAL WRITTEN COMPLAINT BE FILED WITH THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES WITHIN ONE HUNDRED AND EIGHTY (180) DAYS OF THE DATE WHEN THE ALLEGED HARASSMENT/DISCRIMINATION OCCURRED.

ENFIELD PUBLIC SCHOOLS

**COMPLAINT FORM REGARDING SEX DISCRIMINATION AND
SEXUAL HARASSMENT (PERSONNEL)**

Name of the complainant: _____

Date of the complaint: _____

Date of the alleged discrimination/harassment: _____

Name or names of the discriminator(s) or harasser(s): _____

Location where such discrimination/harassment occurred: _____

Name(s) of any witness(es) to the discrimination/harassment: _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment:

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R4118.231(a)
4218.231

Alcohol, Drugs and Tobacco

Employees violating the alcohol, drug and tobacco policy may be subject to disciplinary action as indicated below.

Alcohol and Drugs

In accordance with state and federal law, the Board of Education is required to provide written explanation of the consequences of violating the Board's policy which prohibits the unlawful manufacture, possession, use, dispensing, or distribution of illicit, controlled drugs and alcohol on school premises or as part of any of the school activities.

"Controlled drugs" are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the public health council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.

The Board of Education working with the Superintendent will provide drug-free a workplace in accordance with state and federal regulations.

The Board of Education will establish a drug-free awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace; the district's policy of maintaining drug-free workplace; any available drug and alcohol counseling, rehabilitation, and employee assistance program; and the penalty that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.

Employees Funded by Federal Grant

Any employee who is funded by a federal grant, in an amount greater than \$25,000, is required to be given a copy of this policy and regulation concerning a drug-free workplace.

Employees Funded by Federal Grant

All employees will be notified that as a condition of employment under the grant the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Alcohol, Drugs and Tobacco

Employees Funded by Federal Grant (continued)

If an employee who worked on a federal grant is convicted, the federal agency will be notified within ten days after the employer receives notice from an employee of such conviction.

One of the following actions will be taken within 30 days of receiving notice with respect to any employee who is so convicted:

1. Take appropriate personnel action against such an employee, up to and including termination;
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

The Board of Education shall make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through the implementation of this regulation.

Disciplinary Action for Violation of Alcohol and Drug Policy

These procedures should be followed if an employee of the district is found to have violated the alcohol and drug policy.

1. **Employees observed selling, possessing, or transferring of controlled drugs and alcohol.**
 - A. The observation of possession, selling/or transference will be reported to the building Principal at once.
 - B. The Superintendent will become responsible for holding the suspicious materials and will issue a signed receipt for them.
 - C. The confiscated material will be placed in the hands of the police for analysis and disposition.
 - D. The police will be notified and the material turned over to them in exchange for a written receipt. Any further action will be left to the police. No employee shall act in a law enforcement capacity.

Alcohol, Drugs and Tobacco (continued)

2. Employees suspected to be under the influence of drugs or alcohol.

- A. If an employee appears to be under the influence of drugs or alcohol, he/she shall be taken to the nurse and shall be treated as a person who is ill. The Superintendent shall be notified by the Principal. In case of emergency or if there is a clear and present danger to the employee's health, he/she will be transferred immediately to the hospital.
- B. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment and prosecution.
- C. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees, and the completion of an appropriate rehabilitation program will be required as a condition of continued employment.

3. Discovery of Controlled Drugs and Alcohol

- A. An employee finding such material will deliver it to the Principal.
- B. The Principal will investigate the matter and notify the Superintendent of the incident.
- C. If the material is found to be or is suspected of being a controlled drug, the building principal will turn over the material to the police in exchange for a written receipt.

The Superintendent will designate one staff member, who handles all disciplinary matters regarding personnel, to review, monitor and recommend to the Superintendent disciplinary action.

Sanctions for Violation of Smoking Policy

1. First Offense

Upon the first violation, an employee found to be smoking in the school building or on the school grounds during regular school hours, will be warned verbally that he/she is violating the school smoking ban policy and that further violation will lead to a written warning and further disciplinary action.

Alcohol, Drugs and Tobacco

Sanctions for Violation of Smoking Policy (continued)

2. Second Offense

Employees who are found to violate the policy a second time will receive a written warning. A copy of this written warning will be placed in the employee's supervisory file.

3. Third Offense

Upon the third violation, an employee will receive a second written warning. A copy of this written warning will be the employee's supervisory and personnel files.

4. Fourth Offense

If the employee violates the smoking policy a fourth time, the employee will be referred to the Superintendent for disciplinary action.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.
Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (1991)
21 U.S.C. 812, Controlled Substances Act, I through V, 202.
21 C.F.R. 1300.11 through 1300.15 regulation.
54 Fed. Reg. 4946 (1989)
Connecticut General Statutes
1-21b Smoking prohibited in certain places.
19-443(6) Exception.

Regulation approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4118.232

Alcohol, Tobacco and Drug-Free Workplace

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.

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.

Alcohol, Tobacco and Drug-Free Workplace**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.

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 Reference: Connecticut General Statutes
 Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15
 Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et. seq.
 Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (199)
 Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101-71187 (as amended by Title IV – 21st Century Schools)
 Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.
 Drug-Free Workplace Requirements for Federal Grant and Recipients 41 U.S.C. 8103

Policy Adopted:

10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

Students

Psychotropic Drug Use

Legal Reference: Connecticut General Statutes (continued)

State Board of Education Regulations.

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

34 C.F.R. §300.174 Prohibition on mandatory medication

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

R4118.234(a)
5141.231

Students

Psychotropic Drug Use

In order to properly implement the Board policy prohibiting school personnel from recommending the use of psychotropic drugs for any child, the following administrative regulations are hereby established:

1. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders.
2. “Recommend” means to directly or indirectly suggest that a child should use psychotropic drugs.
3. Psychotropic drugs include, but are not limited to, Ritalin, Adderal, Dexedrine and other stimulant medication, and anti-depressants.
4. All school personnel, including teachers and administrators are prohibited from any communications, both oral and written, to the parents and/or guardians of a child in which the use of psychotropic drugs is recommended.
5. School health or mental health personnel which includes school nurses or nurse practitioners, the District Medical Advisor, school psychologists, school social workers, and school counselors is permitted to discuss with parents and/or guardians of a child the advisability of a medical evaluation by an appropriate medical practitioner when there are behaviors or concerns that may be indicative of medication considerations.
6. School personnel, through the Planning and Placement Team referral process, shall communicate to the school medical staff about a child’s behavior that may indicate the need for an evaluation.
7. The Planning and Placement Team (PPT) has the authority and responsibility to recommend a medical evaluation as part of an initial evaluation or reevaluation as needed to determine a child’s eligibility for special education and related services, or educational needs for a child’s individualized education program (IEP).
8. If a parent/guardian determines that it is necessary to share medical information, including the results of any medical evaluation with school personnel, he/she may do so at any time. School personnel receiving such information directly from a parent/guardian must maintain the confidentiality of such information, to the extent required by law.

Students

Psychotropic Drug Use (continued)

9. As required, the District may seek remedy through the due process provisions allowed under the Individuals with Disabilities Educational Act (IDEA) if a parent and/or guardian refuses consent for a reevaluation.
10. Appropriate medical practitioners, such as a psychiatric consultant or physician, with whom the District contracts for services to students or to whom the District makes a referral for an evaluation may recommend such medications.
11. School personnel may consult with the medical practitioner performing the evaluation with the informed consent of the parent or guardian of the child. The purposes of such communication include the following:
 - a. Conveying concerns or observations of a child, both prior to and following a medical evaluation;
 - b. Requesting health records and other educationally relevant medical evaluations;
 - c. Providing school records to medical practitioners upon request;
 - d. Providing information on school performance to help a medical practitioner monitor and evaluate the effectiveness of psychotropic drugs and/or other medical interventions and/or treatment;
 - e. Discussing with medical practitioners appropriate and necessary nursing or health care in schools to ensure student safety;
 - f. Disclosure of educationally relevant information by the medical practitioner to school personnel.
12. The Department of Children and Families (DCF) is limited by this legislation to take a child into custody solely on the refusal of a parent or guardian to administer or consent to the administration of any psychotropic drug. However, a PPT meeting may be convened if the child is eligible or may be eligible for special education or making a referral to the Department of Children and Families if there are concerns about a child's safety and possible abuse or neglect.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Regulation approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

4120

Temporary Appointments of Administrative and Supervisory Personnel

The Superintendent of Schools shall make recommendations to the Board of Education as to the temporary coverage of an administrative or supervisory position in the event of long-term absence of the holder of that position. Such absence may be due to illness, leave of absence or other reason approved by the Board of Education.

The temporary administrator or supervisor shall serve a minimum of two months in the temporary position with no change in salary from his/her regular position. In view of satisfactory performance in the "acting" position, and upon recommendation of the Superintendent of Schools, a temporary salary adjustment will be made to the first step of the salary schedule during the period for which the position is being held. Should that amount be less than the acting officer's regular salary, an adjustment will be made to the step, which is next highest to his regular salary.

Upon the return of the permanent holder, the temporary office holder will revert to his/her previous status.

Legal Reference Connecticut General Statutes

4-124w Office of Workforce Competitiveness. Responsibilities.

10-21c Donation of teaching services by private sector specialists; neighborhood assistance.

10a-163 Teacher incentive loan program for training in areas of teacher shortages, Eligibility requirements, Loan repayment and forgiveness provisions.

12-631 Definitions.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

4121

Substitute Teachers

Qualification for Substitute Teachers - Substitute teachers shall be eligible for employment upon the submission of a completed application form, proof of degree, satisfaction of all applicable State Laws pertaining to employment (i.e. fingerprint check), and any applicable screening measures utilized by the fingerprint check, and any applicable screening measures utilized by the district.

Compensation - The pay schedule and any attendant benefits for substitute teachers are set by the Superintendent of Schools.

Classifications - The Board of Education acknowledges that varying conditions and student needs require different responses in temporarily replacing classroom teachers. The Board requires the Personnel Department to call upon the most qualified substitutes available for each assignment.

Should circumstances require a substitute for a longer time than expected on a single assignment, and both the administration and the substitute agree on the extension. The administration retains the right to terminate the agreement at any stage during a substitute's service if student needs can be more aptly met by a change.

Per Diem Substitutes - Per diem substitutes are those whose assignments range from a half workday to five full workdays.

Long-term Substitutes - Long-term substitutes are those whose assignments are expected to exceed five consecutive working days. The Superintendent may negotiate salary and conditions of employment.

Interim Teacher Substitutes - Interim substitutes are those engaged to replace the same classroom teacher for more than twenty consecutive teaching days. The Superintendent may negotiate salary and conditions of employment.

Permanent Substitutes - The Superintendent may employ permanent substitute teachers to be assigned as needed.

Permanent substitutes are full time employees of the district and expected to report to work each school day. Where possible, they will receive their specific assignments on the previous school day and report to the appropriate building office. Should no classroom assignment exist, the substitute will be assigned other duties after reporting to his or her designated supervisor.

Substitute Teachers

Specialized Candidates Exceptional Situations - In cases involving extended periods and when a substitute with specialized skills is required to meet student needs, the Superintendent may negotiate salary and conditions of employment apart from the published schedule in the administrative regulations to obtain the services of a satisfactorily qualified substitute.

Legal Reference: Connecticut General Statutes
10-183v Reemployment of teachers.
10-145a Certificates of qualification for teachers.
10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissal. (as amended by PA 16-67)
10-222c Hiring policy. (as amended by PA 16-67)

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4131.4

Professional Meetings

General

All staff members are encouraged to participate in professional meetings and activities of a type which will enhance their own professional growth and would be of benefit to the school system in general. As a means of encouraging such participation, the Board of Education will include in each annual budget a sum of money to allow for the reimbursement of expenses incurred by staff members attending such meetings.

The responsibility for determining which staff members will be granted time to attend professional meetings and who will receive reimbursement for expenses incurred, shall rest with the Superintendent of Schools.

For purposes of this policy, travel pay, room, board and fees shall be reimbursed at the prevailing rate. (Form 28 - Requisition for Conference) Maximum reimbursement shall be \$750.00 unless exception is made by the Enfield Board of Education.

Supervising Principals may attend National Conferences on a rotating basis at the discretion of the Superintendent of Schools. Other staff members may also attend conferences at the discretion of the Superintendent of Schools.

The Board of Education encourages the attendance of teachers at local and regional meetings appropriate to their particular subject area. Reimbursement for attendance at such meetings cannot be granted unless a teacher is a participant, speaker or committee member of such professional meetings. However, whenever possible, the Superintendent of Schools will be empowered by the Board of Education to grant leave, without loss of pay to teachers recommended for attendance at such meetings by their Building Principals.

Reporting Seminars/Conferences

It is expected that every staff member (certified and non-certified) who attends a conference/seminar shall submit to his/her supervisor a 1-2 page summary within seven days of the conference/seminars conclusion. The summary shall contain such particulars as: date(s), place, featured speaker(s), key learning points, applicability to job/district, and a recommendation regarding future attendance (i.e. would this be a session from which others might benefit, or should the district try a different one next time around?)

It is also expected that all summaries be forwarded to Central Office where they will be reviewed and entered into a database for retrieval at a later date. Future decisions about specific conferences/seminars shall be made based on these data.

Policy adopted:



ENFIELD PUBLIC SCHOOLS

Conference Request – Approval – Reimbursement

Part I – Request Approval

- Complete all sections of Part I PRIOR TO attendance. Date submitted _____
- Submit to Principal for approval.
- Principal forwards to Pupil Services Director (if applicable)/Academic Officer for approval.
- Form will be returned to complete Part II for reimbursement.

Employee Name _____ School _____

Conference Name _____

Benefits of Attending _____

Conference Location _____ Date(s) _____

Conference Fee \$ _____ Travel/Mileage \$ _____ Other \$ _____ List: _____

Total Amount Requested \$ _____

Employee Signature _____

Substitute Not Needed ☐

Principal Signature _____

Principal Approved ☐ Y ☐ N

Substitute Availability Approved ☐ Y ☐ N

Director of Pupil Services (if Applicable) _____

Approved ☐ Y ☐ N

Chief Academic Officer _____

Approved ☐ Y ☐ N

(District Office use only) Amount Approved _____ Form Returned _____ Date _____

Part II – Reimbursement

- Following attendance at conference, forward this document to the Business Office for reimbursement.
- Attach the following documents.

☐ Proof of Payment (confirmation of payment, cancelled check, paid receipt)

☐ Proof of Attendance (Certificate of Completion, attendance verification)

☐ Map Quest driving directions from and to home school

I hereby certify that this expense is correct and was incurred in the performance of my duties.

Employee Signature _____ Date _____ Total Requested \$ _____

Principal/Supervisor Approval _____ Date _____

Approved ☐ Y ☐ N Account # _____ Amount Reimbursed \$ _____

Deputy Superintendent Signature _____ Date _____

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Teacher Report on Conference or Workshop Attended*

Name of Teacher: _____ School: _____

Name of Conference/Workshop: _____

Date of Conference/Workshop: _____

A. Critique of Workshop: _____

B. Specific Suggestions to the Enfield Public School Staff for Further Study and/or Discussion: _____

* Suggested format for teacher report on attendance at conference

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

4131

Staff Development

“Staff development” is viewed by the Board of Education (Board) as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Each certified employee, shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which a preponderance is in a small group or individual group settings. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance, and
4. be comprised of professional learning that is aligned with rigorous state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers in a job-embedded process of continuous improvement, and includes a repository or best practices for teaching methods developed by educators within each school that is continuously available to such educators for comment and updating.

Staff development experiences, made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, and shall be consistent with any goals identified by the certified employees and the Board.

The Board believes that staff development experience should be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance, and foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

Staff Development (continued)

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development and evaluation committee, consisting of certified employees, including representatives of the exclusive bargaining representative for such employees. Committee membership shall consist of at least one representative from each of the teachers' and administrators' unions and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, participation in the development of a teacher evaluation and support program for the District, the development, evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), (2) be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education, and (3) provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the Board's professional staff members, including personnel management and evaluation training or experiences for administrators, shall be related to regular and special student needs and may include provisions concerning career incentives and parent involvement.

The members chosen by the Board to be on the professional development and evaluation committee shall serve at the pleasure of the Board.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational needs of the student body. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in CGS 10-220a, as amended.

Such in-service training program for certified staff shall provide information on (1) the nature and the relationship of drugs and alcohol to health and personality development and procedures for discouraging their abuse, (2) health and mental health risk reduction education that includes, but need not be limited to, the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating violence, domestic violence and child abuse, (3) school violence prevention, conflict resolution, the prevention of an response to youth suicide and the identification, prevention of and response to bullying, (4) cardiopulmonary resuscitation and other emergency life-saving procedures, (5) the requirements and obligations of a mandated reporter, and (6) the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia, as define in CGS 10-3d.

Staff Development (continued)

The Board will allow any paraprofessional or noncertified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. 10-220a, subsection (a).

The Superintendent is to report annually to the Board of Education on the professional development program and its effect with recommendations for changes as needed.

Professional Development Pertaining to Human Trafficking

The Board, in compliance with PA 17-32, shall provide training pertaining to human trafficking to those staff members who have contact with students. These individuals must complete the initial educational training by July 1, 2018 and refresher training annually thereafter. New hires must complete the initial training within six months after their start date, or by July 1, 2018, whichever is later. This training shall use the training program, which includes a video presentation developed by the Department of Children and Families (DCF) pertaining to the awareness of human trafficking issues and how to accurately and promptly identify and report suspected human trafficking.

(cf. 4115 - Evaluation)

Legal Reference: Connecticut General Statutes
 10-27 Exchange of professional personnel and students.
 10-220a In-service training. (amended by PA 04-227, PA 08-160, June 19
 Special Session, Public Act No. 09-1, PA 10-91, PA 12-116, PA 13-145,
 PA 15-215, and PA 17-37.)
 10-153b Selection of teachers' representatives
 10-226f Coordinator of intergroup relations.
 10-226g Intergroup relations training for teachers.
 10-145b Teaching certificates (as amended by PA 01-173)
 10-148a Professional development (as amended by PA 17-37)
 10-151(b) Employment of teachers. Definitions. Tenure
 PA 17-32 An Act Concerning Human Trafficking
 PA 17-37 An Act Implementing the Recommendations of the Task Force on
 Professional Development and Inservice Training Requirements for
 Educators

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

R4131(a)

Staff Development

The implementation of Board of Education policy 4131 necessitates, per Connecticut General Statute 10-220a, subsection (b), as amended, the development and implementation of professional development activities, for a minimum of eighteen hours annually. To meet this requirement, the administration will take the following steps:

- a. Establish a professional development and evaluation committee, consisting of certified employees, including their union representatives, and other school personnel deemed appropriate. The required union representation on the committee must include at least one representative from the teachers' and administrators' unions. The committee will be responsible for, the development, evaluation and annual updating of a comprehensive local professional development plan, for certified staff.
- b. Professional development shall be consistent with any goals identified by the certified employees and the Board of Education. The plan will be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), and be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education.
- c. The members chosen by the Board to be on the Professional Development Committee shall serve at the pleasure of the Board.
- d. The preponderance of the planned professional development activities will be in a small group or individual group setting which must:
 1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
 2. focus on refining and improving various effective teaching methods that are shared between and among educators;
 3. foster collective responsibility for improved student performance, and
 4. be comprised of professional learning that meets the following criteria:
 - is aligned with rigorous state student academic achievement standards;
 - conducted at the school among educators and facilitated by principals, coaches, mentors, distinguished educators or other appropriate teachers;
 - occurs frequently on an individual basis or among groups of teachers in a job-embedded process of continuous improvement; and
 - includes a repository or best practices for teaching methods developed by educators within each school that is continuously available to such educators for comment and updating.
- e. The staff development experiences may be made available by the Board directly, or through a RESC, a cooperative arrangement with another Board of Education, or through a provider approved by the Commissioner.

Staff Development (continued)

- f. It is the responsibility of each teacher, in collaboration with his/her administrator, to identify and participate in appropriate professional development activities to address the needs identified in his/her annual evaluation.
- g. The time and location of professional development activities will be in accordance with an agreement between the Board of Education and the exclusive bargaining unit, or in the absence of such agreement or language pertaining to time and location, by a determination of the Board of Education.
- h. The professional development activities must be designed to:
 - 1. be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance, and
 - 2. foster collective responsibility for improved student performance
- i. The capabilities of certified staff to improve student learning will involve teacher review of curricular content, teaching methods and materials, educational philosophy and goals, social change and related topics.
- j. Professional development activities will include preparation to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs will be done cooperatively by administration, teachers and parent advisory groups.
- k. Professional development activities should respond directly to the educational needs of the student body.
- l. The administration will prepare an annual professional development program budget for Board approval.
- m. The effectiveness of the professional development program will be assessed on an annual basis. Such assessment must indicate that the professional development activities:
 - 1. Were planned in response to identified needs;
 - 2. Were provided by qualified instructional personnel, as appropriate;
 - 3. Met the requirements for participation in the activity shared with participants before the commencement of the activity;
 - 4. Are evaluated in terms of effectiveness and contribution to the attainment of school and/or District goals.
- n. School administrators will communicate to individual educators their responsibility to participate in professional development activities agreed upon in the annual evaluation process.

Regulation Approved:

Connecticut General Statutes 10-220a - In-service Training

A. Required In-service Topics for Certified Personnel

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating, domestic violence and child abuse.
3. School violence prevention and conflict resolution and the prevention of and response to youth suicide and the identification and prevention of bullying and response to bullying, as defined in 10-222d, subsection (a) as amended. (Boards that implement an evidence-based model approach approved by the SDE are not required to provide in-service training on the identification and prevention of and response to prevention of bullying.)
4. Cardiopulmonary resuscitation and other emergency life-saving procedures.
5. Requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.
6. Training in the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia.
7. Training in the awareness of human trafficking issues.

B. Optional In-Service Topics for Certified Personnel

The State Department of Education, within available appropriates and utilizing available materials, shall make the following subject matter available to boards of education:

- Holocaust and genocide education and awareness
- African-American History
- Puerto-Rican History
- Native American History
- Personal Financial Management
- The historical events surrounding the Great Famine in Ireland
- Domestic violence and teen dating violence
- Mental health first aid training
- Trauma-informed practices for the school setting to enable teachers, administrators and pupil personnel to more adequately respond to students with mental, emotional or behavioral health needs
- Second language acquisition, including, but not limited to, language development and cultural responsive pedagogy
- Topics approved by the State Board of Education upon the request of local or regional boards of education as part of in-service training programs pursuant to CGS 10-220a, section 3.

NOTE: The Board may include any of the items listed above (Section B) in its in-service training program, pursuant to CGS 10-220a.

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

4141

Salary Policies for Teaching Personnel

Teachers entering service in the Enfield Public Schools for the first time shall be placed on the salary schedule at the appropriate step and on the proper preparation level as determined by the Superintendent of Schools with the concurrence of the Board of Education.

Credit will be given for the following types of experience outside the Enfield Public Schools:

1. Credit for Teaching Experience

- a. Public School teaching in fully recognized and accredited schools.
- b. Private school teaching - in fully recognized and accredited schools. Private kindergarten and nursery school experience will be given full credit provided that the State Department of Education, in the State where such teaching occurred, requires certification for such teaching and the candidate can produce evidence of being certified at the time of such teaching.
- c. College teaching - in fully recognized and accredited schools.
- d. Any other form of teaching whereby certification is required by a state Department of Education.
- e. Permanent substitutes who have taught in one of the above classifications.

Continuous teaching in any one school of more than five (5) months, in one school year, must have taken place in order to receive credit for a step on the salary schedule.

2. Credit for Work in Industry

A year's credit will be given for each year of employment in an occupation which in the opinion of the Superintendent of School, is related to the specialized field of teaching the candidate is to enter. Such employment must have provided a type of experience, which should be of benefit to the person as a teacher in the specialized field. Such credit will be limited to no more than six (6) years.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4147

Employee Safety

General

Employees are entitled to work under safe conditions and shall be provided necessary training in safety techniques and precautions. The Superintendent of Schools and administrative staff shall maintain safe and healthy work places in each school and district facility with safe equipment and proper materials; safe methods and practices shall be developed and practiced by staff and students.

Use of Physical Force

Employees may use reasonable physical force as necessary to protect themselves from attack, to protect another person or property, to quiet a disturbance which threatens physical injury to others, or to obtain possession of weapons or other dangerous objects.

Physical Assaults on Teachers, Administrators, Other School Personnel, and Students

Employees shall report, as soon as possible, assaults on them in connection with their employment to their Principal or other immediate supervisor who shall further report such assault to the local police. The Principals or supervisor shall notify the Superintendent of the incident.

The employee may also, in his/her discretion, file a complaint with the local police.

The Superintendent shall maintain records of any assaults for required reports to the Commissioner of Education.

Legal Protection of Employer

As required by the general statutes, the Board of Education shall indemnify Board members and employees.

(cf.4113/4213 - Provisions of Negotiated Agreements)

Legal Reference: Connecticut General Statutes
 10-233g Boards to report school violence. Reports of principals to police authority.
 10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.
 10-236a Indemnification of educational personnel assaulted in the line of duty.
 53a-18 Use of reasonable physical force...

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4147.1

Occupational Exposure to Bloodborne Pathogens

The Enfield Board of Education recognizes that communicable disease exposure is an occupation health hazard. Communicable disease transmission is possible during any aspect of emergency or first aid response, removal of sanitary waste and exposure to bodily waste. While each employee is ultimately responsible for his/her own health, the Board of Education recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all employees with the best available protection from occupationally acquired communicable disease.

It is the policy of the Enfield Board of Education:

1. To regard all exposures as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body and other potentially infectious materials.
2. To provide employees with necessary training, immunizations, and Personal Protective Equipment (PPE) necessary for protection from communicable diseases.
3. To recognize the need for work restrictions based upon infection control concerns.
4. To regard all medical information as strictly confidential. No employee's health information will be released without the signed written consent of the employee.
5. To maintain an Exposure Control Plan related to Bloodborne Pathogens.

Legal Reference: 29 CFR Part 1910.1030 *Occupational Exposure to Bloodborne Pathogens*; Final Rule.
Connecticut State Agencies Regulations Section 31-372-101-1910.1030.
Connecticut General Statutes 31-372 Adoption of federal and state standards, Variance.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4148.1

Employee Safety

School Security and Safety Committee

The Board of Educational shall establish at each school a school security and safety committee to increase staff and student awareness of safety and health issues and to review the adequacy of emergency response procedures at each school in the district. The committee shall be responsible for assisting in the development of the school's security and safety plan for the school and administering such plan.

The Board believes the involvement of key community stakeholders is central to success in developing and implementing a comprehensive emergency readiness plan. Membership in the school district safety committee must include a local law enforcement officer, a local first responder, (fire department), a teacher, an administrator, a mental health professional (guidance counselor, school social worker, school psychologist, school nurse or child mental health specialist), a parent/guardian of an enrolled student and any other persons the Board finds necessary. The collaborating team shall assess need and develop the school security and safety plan/emergency management plan and assist in its implementation and review.

It is critical that the District, when developing a plan to prepare for, prevent, respond to and recover from incidents, regardless of cause, size or complexity, understand and utilize in a school emergency situation the consistent approach embodied in the National Incident Management System (NIMS) offered by the U.S. Department of Homeland Security. Also, the school security and safety plan for each school shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection.

(cf. 3516 – Safe and Secure School Facilities, Equipment and Grounds)
(cf. 3517 – Security of Buildings and Grounds)

Legal Reference: Connecticut General Statutes
 10-220f Safety committee

PA 98-252 An Act Concerning Revisions to the Education Statutes and the
Registration of Interpreters for the Deaf and Hearing Impaired. (Sec. 67)

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's
Safety (Sections 86, 87)

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

R4148.1(a)
4248.1

Employee Safety

Safety Committee

Scope and Mission

To advise and assist the administration in promoting and ensuring a safe, secure, and healthful work and learning environment for staff, students, and visitors in all school-related activities on or off school property. The School Security and Safety Committee at each school shall assist in the development of the school's security and safety plan and administering such plan.

Duties and Responsibilities

- Serve as a means for discussion and sharing ideas about safety, security, and health issues;
- Review the adequacy of the school's emergency response plans and other proposed or existing safety and health related policies and procedures;
- Monitor general safety, security, and health training needs, adequacy, and effectiveness;
- Analyze injury data and trends;
- Promote and recognize safe behaviors and proactive safety and security activities by staff, students and visitors;
- Increase awareness and maintain a positive interest in safety, security, and health issues and good safety and health practices by everyone in the school environment;
- Review investigations of injuries, safety inspection results, and similar reports;
- Review, recommend, implement, and/or track corrective actions necessary to prevent recurrence of injuries, breaches of building security, and address areas for improvement;
- Meet regularly and publicize committee activities;
- Train committee members in their duties and general safety and health principles;
- Perform other safety and health related duties as may be necessary or assigned.

Committee Structure and Membership

School Administration	1
Certified Staff	1
Law Enforcement Officer	1
Local First Responder	1
Parent/Guardian of an enrolled student	1
Mental Health Professional	1

(guidance counselor, social worker, psychologist, nurse, mental health specialist)
Any other person(s) the Board of Education finds necessary.

Employee Safety

Safety Committee

Committee Structure and Membership (continued)

One student representing the high school shall serve as a regular member and attend meetings to provide student input and perspective. *(Optional: While not mandated, the school may want to consider representatives to the committee from the cafeteria, custodial/maintenance services and transportation.)*

Regular members shall serve two year terms, with approximately half rotating each year. Members may serve consecutive terms. Only persons willing to make a commitment of time and effort to ensure an effective and successful committee should serve on the committee. Names of members shall be permanently posted in locations accessible to school personnel, students, and parents.

The regular members shall select a Chairperson and Assistant Chairperson to serve one year terms. Either the Chairperson or Assistant shall be an administration member, the other a school employee member. The Chair shall rotate each year between administration and employees.

Committee Meetings

The Committee should meet once every two months during the school year, but shall meet no less frequently than once every three months. The proposed agenda for each meeting shall be posted in fulfillment of FOI requirements. Minutes shall be posted. A quorum shall consist of either the Chairperson or Assistant Chairperson and four other regular members. Substitutes attending for a regular member will not count toward the quorum.

Reasonable time will be provided for Committee meetings and related activities.

Legal Reference: Connecticut Administrative Regulations

Sections 31-40v-1 through 31-40v-11

P.A. 98-252, Section 67

Regulation approved:

Physical Assault Report – Staff

Employee's Name: _____ Position: _____

Student's Name: _____ Date of Incident: _____

School: _____ Grade: _____

Employee's Description of Incident:

Employee's Signature

Date Submitted

Principal's/Assistant Principal's Action:

Reported to Police on _____ in accordance with state statute.
Date Time

Principal's/Assistant Principal's Signature

Date Submitted

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

R4151.4

Leave for Personal Reasons (Teaching)

Members of the Enfield Teachers' Association (ETA) bargaining unit will be eligible for Leave For Personal Reasons (LFPR) in accordance with the terms of the negotiated labor agreement. Requests for Personal Days shall be submitted at least seventy-two (72) hours in advance (except in the case of emergencies) on the Enfield Public Schools' Personal Day Request Form. If the employee is unable to complete the form prior to leave, the form shall be completed immediately upon the employee's return from leave.

Recognizing the importance of the teacher's attendance to the educational program and the teacher's contractual obligations, the district expects the employee to make every attempt possible to schedule LFPR outside of the regular work day/work year. Similar expectations are held for students and all other staff. If a request cannot be scheduled outside the work day/work year, the employee should attempt to schedule it in such a manner that it causes the least amount of disruption to the educational process.

Employees are required to provide background information (i.e., time of appointment, location, relationship to deceased, etc.), on a LFPR request upon the request of the immediate supervisor. Requests that are denied by the immediate supervisor may be appealed to the Superintendent of Schools. Employees who are absent for a non-approved LFPR may be docked and are subject to disciplinary action. A dock is defined as the full loss in pay for that portion of the employee's contractual year involved in the absence.

A non-inclusive list of acceptable reasons for a LFPR would include: illness in the immediate family, death in the family or attendance at funerals, religious holidays, legal reasons, college graduation of one's child, medical appointments for the employee or immediate family that cannot be scheduled outside the work day, special recognition for educational contributions by a local, state, or national group, extreme travel difficulties, extreme property emergencies at one's home (i.e., flooding, fire), and the day before one's wedding.

A non-inclusive list of unacceptable reasons for a LFPR would include: obtaining a driver's license, extended vacation day(s), honeymoon, accompanying a spouse on a trip, pursuing a personal hobby, attendance at a school performance for one's child, and attendance at a routine parent-teacher conference for one's child.

Regulation Approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

R4158

Procedures to be Followed for Jury Duty

When an employee receives notice of a call to jury duty, he or she must immediately notify the Building Principal. Central Office employees must notify his/her immediate supervisor. Along with the notification, a copy of the official document must be submitted.

In order for the day to be recorded in the attendance system as jury duty, the employee must submit proof of attendance from the court. Should the employee be notified by the court that it is not necessary to appear, the employee must notify his/her supervisor, cancel the substitute teacher if applicable, and report to work for that day. Failure to follow jury duty procedures may result in loss of pay and/or disciplinary action.

Regulation Approved:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

4211

Recruitment and Selection

It is the responsibility of the Superintendent of Schools and of persons designated by the Superintendent to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Board of Education. An estimate of the cost of the recruitment and selection program will be made annually by the Superintendent and presented to the Board of Education for inclusion in the annual budget.

No inquiry in regard to an employee's race, color, religious creed, sex, sexual orientation or national origin shall be made of a person proposed for or seeking employment.

Prior to initial employment, a physician shall certify to the Superintendent of Schools that said employee is in good health and in fit condition for service. It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

(cf. 4111.1 - Affirmative Action)

Legal Reference: Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited

46a-81a Discrimination on the basis of sexual orientation

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Non-Certified

4212.42

Drug and Alcohol Testing for School Bus Drivers

In a continuing effort to prevent accidents and injuries resulting from the use of drugs and misuse of alcohol by drivers of commercial motor vehicles, the District shall establish a drug and alcohol misuse prevention program.

The District's program shall meet the requirements of the Omnibus Transportation Employee Testing Act of 1991 and C.G.S.14-276a.

The Superintendent will develop administrative regulations as needed to implement the District's program including provisions for pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing as may be necessary. The regulations will also include training, education and other assistance to employees to promote a drug and alcohol-free environment.

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol-testing program that meets the requirements of federal regulations, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

This policy applies to all drivers and applicants for driver positions for the District who must have a Commercial Drivers License (CDL) to operate school vehicles.

Legal Reference: United States Code, Title 49
 2717 Alcohol and controlled substances testing (Omnibus Transportation
 Employee Testing Act of 1991)
 Code of Federal Regulations, Title 49
 40 Procedures for Transportation Workplace Drug and Alcohol Testing
 Programs
 382 Controlled Substance and Alcohol Use and Testing
 395 Hours of Service Drivers
 Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540
 International Brotherhood of Teamsters v. Department of Transportation
 932 F. 2d 1292 (1991)
 American Trucking Association, Inc. v. Federal Highway Administration,
 (1995) WL 136022 (4th circuit)
 Connecticut General Statutes
 14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics
 and forklift operators
 14-276a Regulations re school bus operators and operators of student
 transportation vehicles; qualifications; training. Pre-employment drug test
 required for operators

Policy adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Non-Certified

4214

Transfer/Reassignment

Except as otherwise provided in employee agreements with the appropriate bargaining unit, the Superintendent shall have full authority to transfer or reassign personnel according to the needs of the school district within the policies of the Board of Education. Employees shall not be reduced in salary through any such transfer or reassignment except for cause, which may include the elimination of a position. Employees shall not be reassigned to positions for which they do not hold necessary qualifications or licensing.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Non-Certified

4217.4

Employment Termination

Unless otherwise specified in negotiated contracts, employment may be terminated at will at any time.

Resignations or retirements should be placed in writing and sent to the Human Resources Department. However, the Board of Education reserves the right to accept resignations or retirements given to supervisors verbally. The Superintendent of Schools or his or her designee is also authorized to accept oral and written resignations or retirements immediately. The Human Resources Department shall properly document resignations or retirements with a letter to the employee. Certified mail shall be utilized if deemed necessary.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Non-Certified

4221

Substitute Nurses – Rate of Pay

Qualifications for Substitute Nurses

Substitute nurses shall be eligible for employment upon the submission of a completed application form, proof of degree (diploma, ASN, BSN, or MSN), Connecticut licensure, CPR certification, and satisfaction of all applicable State Laws pertaining to employment (i.e. fingerprint check), and any applicable screening measures utilized by the fingerprint check, and any applicable screening measures utilized by the district.

Compensation

The pay schedule and any attendant benefits for substitute nurses are set by the Enfield Board of Education. The schedule is to be published in the administrative regulations pursuant to this policy.

Per Diem Nurse Substitute

Per diem nurse substitutes are those whose assignments range from a half workday to five full workdays. They will be paid at the base per diem rate.

Long-Term Substitute

In the event that a substitute nurse is employed for more than (5) consecutive school days in the same assignment, beginning on the sixth (6th) consecutive day of substituting, the nurse will be paid in accordance to the per diem pay schedule set by the Enfield Board of Education.

Interim Nurse

When a school nurse is employed to replace the same regularly employed nurse for more than twenty (20) consecutive days and beginning on the twenty-first (21st) day of responsibility, the nurse will be paid a per diem salary based on Step I of the Nurse's Salary Schedule. Interim nurses will be eligible for one (1) sick day for each consecutive fifteen (15) days of service commencing on the twenty-first (21st) day.

Special Conditions (Exceptional Situations)

In cases involving extended periods, where substitutes with specialized skills are needed, the Superintendent of Schools shall negotiate conditions of employment.

Policy Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Non-Certified

R4221

Substitute Nurses – Rate of Pay

Daily Substitute

A substitute nurse shall be paid at the following rate:

Up to 4½ hours	\$ 60.00 per diem
Over 4½ hours	\$100.00 per diem

Substitutes New to the Enfield Public School

Substitutes new to the Enfield Public School System, who work in the system for (10) or more days throughout the school year, will be reimbursed for their fingerprinting cost provided the fingerprints are completed through the attendance officer.

Long-Term Substitute

In the event that a substitute nurse is employed for more than (5) consecutive school days, beginning on the sixth (6th) consecutive day of substituting, the nurse will be paid \$88.00 per day.

Interim Nurse

When a school nurse is employed to replace the same regularly employed nurse for more than twenty (20) consecutive days and beginning on the twenty-first (21st) day of responsibility, the nurse will be paid a per diem salary based on Step I of the Nurse's Salary Schedule. Interim nurses will be eligible for one (1) sick day for each consecutive fifteen (15) days of service commencing on the twenty-first (21st) day.

Special Conditions (Exceptional Situations)

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Qualifications for Substitute Nurses

Substitute nurses shall be eligible for employment upon the submission of a completed application form, proof of degree, satisfaction of all applicable State Laws pertaining to employment (i.e. fingerprint check), and any applicable screening measures utilized by the district.

Regulation Approved:

**JBOARD OF EDUCATION
REGULAR MEETING MINUTES
MARCH 12, 2019**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on March 12, 2019.

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

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

MEMBERS ABSENT: Chris Rutledge and Rich Regnier

ALSO PRESENT: Mr. Christopher J. Drezek, Superintendent; Mr. Andrew B. Longey, Assistant Superintendent and Student Representatives Matt Campo

6. **BOARD GUEST(S)**

Mr. Drezek stated the winter student athletes will attend the next Board meeting.

a. **Enfield Youth Services**

Mr. Drezek welcomed Enfield Together Coalition members Joan Lawson, Jean Haughey, Youth Services Director and Bonnie Smith from MPH.

Mrs. Haughey thanked the Board for the invitation to attend the Board meeting. They will present data from the student survey tracking substance use trends, areas they should be concerned about and if we are making any positive impacts. We have added questions about depression, bullying and suicide to the student survey.

Mrs. Haughey introduced Joan Lawson, the chair of the Enfield Together Coalition. She will review our ETC mission and Bonnie Smith will go over the data we have obtained.

Mrs. Lawson has been involved with ETC since the beginning and is privileged to be part of this organization. She reviewed their vision and mission with the Board. Our target area is youth from 8-18 and parents. We have 12 sectors that make up our coalition and we meet monthly. We have seen growth with the people that attend these meetings. What we are doing is starting to make a difference. We are data driven. Last year we put out an info brief for students in grades 6-12 and we made table tent messages about using marijuana. Shop Rite has these at their cash registers. She will give Board members copies of these two items. She represents our Faith Community in our coalition group. We are seeing things changing in our community. She would like to see ETC become a household name.

Ms. Smith is the evaluation consultant for ETC and has worked with Youth Services for the past 18 years. She has seen ETC grow and they have been able to obtain funding through grants. She also does this work in other communities and uses ETC as a model for the other

coalitions she is part of.

Ms. Smith reviewed the risk factors that increase youth's vulnerability to substance misuse. She reviewed the 2017 youth survey process over the past month/30 day use of drugs for students in grades 6-12; the students source of alcohol for students in grades 6-12; how much do you think people harm themselves, physically or in other ways for students in grades 6-12 by using alcohol, cigarettes, marijuana, Rx drugs, gambling & heroin; how wrong do your parents/guardians feel it would be for you use alcohol, tobacco, marijuana, Rx drugs, gambling & heroin for students in grades 6-12; past month/30 day use rates – year trends of core drugs for students in grades 9-12. She reviewed cigarettes and e-cigarette use for students in 9-12. She reviewed bullying frequency by grade levels for students in grades 6-12. She also reviewed depression for students in grades 6-12.

Mrs. Depeau asked about life time bullying responses that have declined. Ms. Smith stated the survey is done every two years. She believes during the two year's the students have not checked this item as being a lifetime concern. Once you get to tenth grade, this might be something you are not as concerned with as a lifetime event.

Mrs. Depeau asked if grade 8 responses are truly the most accurate? Ms. Smith believes it is more accurate of what students are experiencing. It is defined in the survey and is consistent with other communities are also experiencing. She reviewed the definition of bullying. She will also share this report with Board members.

Ms. Smith reviewed sad and hopelessness for students in grades 6-12.

Mr. Neville asked if you are testing the same students or is this a cohort for making comparisons. Ms. Smith stated there are no sampling strategies here. Anyone in grades 6-12 that is in school and agrees to participate or didn't have a parent opt them out takes the survey. If the answers are inconsistent, they are removed from the sample core. This reflects a cross cut of responses from students that are in school over a series of days.

Mr. Neville asked about the percentage of parents that opt their child from taking the survey. Mr. Longey stated it is very few. Ms. Smith agreed with Mr. Longey that very few students will opt out.

Ms. Smith reviewed suicide indicators for students in grades 6-12.

Mrs. Haughey stated we have done a lot with our partnerships. We are looking at the risk factors and are concerned about substance use and misuse and depression. Enfield has hired two clinical social workers so we can start our intervention earlier by educating students sooner and to see the warning signs earlier before they are in a crisis. We started screening and monitoring for mental health concerns with our students. We are working with the schools and JRB to work with our students and to help them understand why they are starting to use substances. We are helping them to change their environment to make them healthier. Schools are very important to our youth.

Mrs. Haughey thanked Mr. Drezek and Mr. Longey for their assistance with applying for grants. She thanked them for allowing them to gather data from the students. This data has helped them obtain many grants and how we can support our students in our community. Funding helps us with cutting edge trending initiatives.

Mrs. Haughey stated our Suicide Preventing Steering Committee has morphed into our Youth Mental Health & Wellness Advisory Committee. We will work with the Town to sustain our funding and our continued work with this initiative. Our Police Department is working with our students. We also have our Trauma Informed School Mental Health program. We have also been working the Connecticut Child Health & Development Institute. We are all working together.

Mrs. LeBlanc thanked them for the work you are doing. She is a huge documentary buff whether it is a book or a movie. She recently read a book called "Victoria's Voice". This is about a girl who died at 21 from an overdose and she wrote a diary. The family published her diary. It all started with alcohol and marijuana and progressed to her using prescription drugs and heroine. Some of her entries did not make sense and her anger came out. The book was phenomenal. She also saw the movie "A Beautiful Boy" and another journal was kept. This journal had pictures about how he was feeling inside. She is so glad you are here in our community. Thank you for all the work you are doing. The work you are doing matters. What you are saying makes sense.

Mrs. Riley also thanked them for what you are doing. On the survey that addresses mental health, bullying and suicide, can you put a disclaimer on the pages if you are feeling this way contact us at...or resources are available at... Ms. Smith stated there is a statement at the end of the survey that lists resources for assistance.

Mrs. Riley asked if starting at ages 8-18 is early enough to start talking about this. Should this conversation be started sooner? Ms. Smith stated some of the grants we apply for have age and time limits. This is something parents should be discussing with their children.

Mrs. Haughey stated kids start using in the middle school. Communication is important about self-care and identifying feelings. We have tools available for students. Communicating with them once they start getting into trouble is hard. There is no harm starting this dialogue earlier. It is important to build relationships earlier.

Mrs. Riley asked about DARE and if this program still being used. Mrs. Haughey stated it is still around, but we are not using it. The grants have frameworks that we follow and are working with community level changes. We are changing perceptions and are targeting parents as the major influencers. There is curriculum from the DEA that our school resource officers are interested in. Our health curriculum professionals have also reached out for evidence-based curriculum to bring into our schools. It is important to start earlier and continue this education every year. We should be doing it all.

Mrs. Riley thanked them for addressing her questions and for what you are doing for our students.

Mrs. LeBlanc stated we have Board guests that are so proud of the work they are doing. You can see that from you. You really care about what you are doing. This is wonderful for our town. Thank you.

Mrs. Depeau also thanked them for the important work you are doing. Regarding depression and suicide, can you add a question about feeling nothing at all? Clinically, there can be that feeling of nothingness. This is a characteristic of depression. Some students lack drive and are not engaged. This is an important concern. Ms. Smith stated we have not captured this yet. Our next target area will be looking into mental health and we will be addressing anxiety. We can develop a tool for this and will look at this for the next survey we conduct.

Mrs. Haughey started we can add any question at any time to the survey. We would not have any baseline history. We can add any question that you feel is important.

Mrs. Depeau stated the suicide data is high. It almost seems like there could be a discrepancy. She likes the information about building relationships. This is very important. Some students do not know how to express their feelings or concerns. Some students say they are mad and that is not really what is going on. They need to know how to articulate their feelings.

Mrs. Depeau asked about global survey honesty. Ms. Smith stated there is a sense of mistrust but the data we have mirrors responses from the state and federal level. The data we have is

similar from around the country.

Mrs. Depeau asked about what you are doing to reach our youth? Mrs. Lawson stated we have students working on PSA's (public service announcements) at Asnuntuck Community College. The students are speaking to their peers about alcohol and drugs use. They are doing a phenomenal job getting the word out. We also have videos.

Mrs. Haughey added we have peer to-peer messaging about positive messages that have been nationally recognized. She will send you the link. They also did a gambling PSA.

Mrs. Depeau would love to have the students come to a Board meeting about their PSA's. Mrs. Haughey will work this out with Mr. Drezek.

Mrs. Riley asked if they put the PSA's on the TV's at the high school? Mrs. Haughey knows they put the PSA with the coaches on the TV's about substance abuse.

Mr. Neville also thanked them for the work they are doing. He would like a copy of the table tents. He is glad you are reaching out and sharing these in our community. Are these at our schools? Mrs. Lawson stated we ran out of them but will get them out to the schools.

Mr. Neville would also like to receive this survey information and your presentation. He asked about gambling and what are you looking at? Mrs. Haughey stated we are talking about video gaming. Ms. Smith added we are also looking at games of chance. We are looking at risky student behaviors and on-line gaming is very similar to substance abuse.

Mrs. Haughey added middle school students are experiencing conflicts playing Fortnite. Principals are concerned with this and bringing the conflict into schools. We will look at this further with our next survey.

Mr. Neville stated the surveys are taken every two years. You are looking at trend data. You are offering a lot of programs to our students and community members. Can you come back and give us an update about these programs. You are having such an impact with parents and students. We have educated so many students, parents, educators, police officers and community members. Students are now reaching out to us for help. Your engagement in our community is making changes. This needs work to continue and for this program to be able to sustain. Sustaining is very important. Thank you for informing us about these concerns and keep up the good work.

Mr. Ryder also thanked them. The event you held for middle school parents was lightly attended. He looked at this data your presented at that presentation about gaming, vaping, gambling, bullying and anxiety a couple of months ago. If we hold this event again, we need to get more parents to attend. If they knew what to look for, it could be extremely helpful. We are educating our administrators and staff. We have trends in our lives that are positive and negative. More parents need to be educated about this.

Mrs. Hernandez stated if you are having difficulties expressing your feelings your answer would be nothing. Autistic people are at a higher risk for suicide. Communicating is hard for many. This is true for most children. She thanked them for this information. Substance abuse can be a coping mechanism and strategy. It is our responsibility to offer healthy choices. Thank you for providing them with the tools and supports.

Mrs. Hernandez asked about the positive messages she has heard about CBD use and the benefits? Is this sending mixed messages and what strategies do you have? This can be confusing for our youth. Mrs. Haughey stated we do not want to get into the medical benefit. We know that marijuana use for youth impairs their brain development. Marijuana lowers students IQ and raises anxiety levels. It sets-up a path of concern for us with any kind of substance use and abuse.

Mrs. Hernandez stated the media is talking about the positives and she can see how this can change parent and student's perception about this.

Mrs. Haughey added we are seeing this at the Juvenile Review Board. When we talk to the student's we ask them about their hopes and dreams and what they want to do when they graduate high school. They just don't know. They have lost their hopes and dreams. There are reasons why kids start using. They are coping the only way they know how.

Mrs. Hernandez asked if the survey is given to all students or are, we are missing some students. Ms. Smith stated the survey is given to all students that are attending school at the middle school and high school. She is not sure about students that attend the alternative schools.

Mrs. Depeau asked about students in social economic groups showing any indicators? You can only ask so many things without the survey becoming too personal. Mrs. Haughey stated we do not ask that question. We took it out. Ms. Smith added that some students did not understand the question. We know the risk factors for social economic indicators. We have data on free and or reduced lunches. We can implement strategies to address this.

Chairman Kruzel thanked them for the presentation and for the information. You are doing a great job for our students and our community.

Mr. Drezek appreciates everything Mrs. Haughey and the ETC are doing for our students.

7. SUPERINTENDENT'S REPORT

- a. Student Representatives – as presented
- b. 3-5 Family Math Nights – as presented
- c. Invention Convention – as presented
- d. March Events – as presented

8. AUDIENCES - None

9. BOARD MEMBER COMMENTS

Mrs. LeBlanc stated the Enfield High School faculty vs. student's basketball game will be held last week and she heard Mr. Longey participated. She heard you did great, but the faculty lost. Mr. Longey stated we have never beat the students. Maybe next year will be our year. Mrs. Leblanc added the students love it when Mr. Longey comes back to the high school.

Mrs. LeBlanc stated John F. Kennedy Middle School will hold their faculty vs. student's basketball game on Friday, March 15th at 6:00 PM.

Mrs. LeBlanc stated the Enfield High Safe Grad will a Purse Bingo on Friday, March 22nd at the American Legion at 6:00 PM.

Mrs. Hernandez stated April Autism Awareness Month or as she calls it Autism Acceptance month. She spoke about the Asperger's and the classification of students with autism. Hans Asperger discovered this, and Asperger's Syndrome was named after him. She discussed the history of Hans Asperger. She added this diagnosis will be changed and reclassified by 2020. Every Board member knows the value and importance of people with disabilities. It is important to talk about history. She encouraged everyone to wear blue and gold during the month of April for Autism Acceptance month.

Mr. Ryder stated in March we start SBAC testing. Principals have sent home letters to parents about this.

Mr. Ryder stated Eli Whitney will hold their PTO Night at Nomads on March 15th. We will also hold a fund raiser event at Red Robbins on March 13th. The proceeds will go to the Jacob Carlander Memorial Scholarship fund.

Mr. Ryder added 2 Moms on a Mission will hold a Designer Purse Bingo Night on March 15th. The proceeds from this will go to the Town-wide Easter Egg Hunt on April 20th.

Mrs. Depeau stated Enfield Clean-Sweep will be held on April 20th. If you would like to attend, please meet on the Town Green at 10:30 AM.

Mrs. Depeau stated the Enfield Street PTO will meet on Thursday, March 14th at 5:00 PM.

Mrs. Riley stated the First Readers event last night was fantastic. Both my son and Ashley's son were recognized. We certified around 100 first readers. Mayor Mike had the students pumped up and did a great job. The kids had a great time. The video has been placed on YouTube already. She thanked E-TV for doing this so quickly.

Mrs. Riley stated the Henry Barnard PTO meeting was held earlier tonight. We will hold our Special Persons Dance on March 23rd. There will be two sessions one at noon and one at 2:30 PM. Volunteers are still needed for this event.

Mrs. Riley shared the numbers for CREC tuition increases.

Mrs. Riley thanked Mrs. Hernandez for the history lesson on Autism. She asked if they will change the name? Mrs. Hernandez stated they will change the level of supports. It really depends on how the person would like to be referred to. She prefers to be identified as Autistic. Level 1 is minimal supports. There are Levels 2 and Level 3. Level 3 needs the most supports.

Suspend the Rules and Add an Item to the Agenda:

Mrs. Riley moved, seconded by Mrs. LeBlanc that the Enfield Board of Education suspends the rules and adds Item 11b Cancel April 9, 2019 Board of Education Meeting to the agenda.

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

Chairman Kruzel agreed that the First Readers ceremony was a huge success and Mayor Mike added to the excitement. The kids were awesome. He thanked the staff for a great job.

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

a. Appoint Joint Facilities Committee Elector - Tabled on 02-26-19

Mr. Neville moved, seconded by Mrs. LeBlanc that the Enfield Board of Education places this item back on the table.

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

Chairman Kruzel opened nominations for the Joint Facilities Committee Elector.

Mr. Neville moved, seconded by Mrs. Riley that the Enfield Board of Education nominates Ralph Lazzara to the Joint Facilities Committee.

There were no other nominations.

Mrs. LeBlanc moved, seconded by Mr. Neville that the Enfield Board of Education close nominations for the Joint Facilities Committee Elector.

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

Chairman Kruzel asked for a roll-call vote on the main motion.

A vote by **roll-call 6-0-1** passed with Mrs. Hernandez abstaining.

Chairman Kruzel stated he will notify the Town Manager's secretary of the appointment of Ralph Lazzara to the Joint Facilities Committee.

b. Cancel April 9, 2019 Board of Education Meeting Agenda

Mr. Neville moved, seconded by Mrs. Riley that the Enfield Board of Education cancel the April 9, 2019 Board of Education meeting.

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

12. BOARD COMMITTEE REPORTS

a. Curriculum Committee

Mr. Neville reported the Curriculum Committee will meet on March 14th. Mr. Dague is working on finalizing the details. We will present this to the entire Board and public at an upcoming meeting. These programs will enhance opportunities for our students.

Mrs. Depeau stated this is for the new credit programs. Chairman Kruzel stated we can place this on the April 23rd agenda.

Mr. Neville is happy we can move this along and bring this to the Board for their consideration.

b. Finance, Budget Committee

Mrs. Riley reported the Finance, Budget Committee will meet on March 18th at 6:00 PM in the Business Manager's office.

c. Policy Committee

Mr. Ryder reported the Policy Committee finished reviewing the remaining 4000 series and have sent them to CABE. We will have a first reading of the remaining 4000 policies at our March 26th meeting. We will next move onto the 5000 series. Our next meeting will be on April 3rd at 5:30 PM in the Superintendent's office.

d. Leadership Committee - None

e. Joint Facilities Committee

Chairman Kruzel reported we have short listed the applications and will conduct interviews on March 19th and 20th at 6:00 PM in the Enfield Room. We are moving along on the second phase of the Barnard roof.

f. JFK Building Committee

Chairman Kruzel reported the JFK Building Committee will start the architect interviews on March 16th at JFK at 8:00 AM. We are trying to fast track this project to avoid any conflicts with the Governor. We need to have this in to the State by April 1st. We do not want to have

any delays with this renovation.

Mr. Neville added we will meet on Thursday, March 14th to discuss the RFP's for the owner representative.

g. Joint Security Committee

Mr. Ryder reported the Joint Security Committee will meet again in May.

h. Joint Insurance Committee

Mrs. LeBlanc reported the Joint Insurance Committee met last week. This committee has done such a great job. The mayor would like to let the public know how well this committee has been working together. We will do this at a meeting in August.

Chairman Kruzel stated we will have an RFP for a new consultant.

Mr. Neville stated since this is a joint committee, shouldn't we have a joint meeting? Chairman Kruzel stated this will be a joint TC/BOE meeting at 6:00 PM and we will present this information to the community before a Town Council meeting. Hopefully we will have a new consultant for this committee to introduce.

i. Any Other Committees - None

13. APPROVAL OF MINUTES

Mrs. Riley moved, seconded by Mrs. Depeau that the Regular Meeting Minutes of February 28, 2019 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

15. CORRESPONDENCE AND COMMUNICATIONS - None

16. EXECUTIVE SESSION

Mr. Neville moved, seconded by Mrs. Depeau that the Enfield Board of Education enter Executive Session for Matter(s) Related to Personnel & Collective Bargaining.

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

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

No Board action occurred while in Executive Session.

17. ADJOURNMENT

Mr. Neville moved, seconded by Mrs. Hernandez to adjourn the Regular Meeting of March 12, 2019.

All ayes, motion passed unanimously.

Meeting stood adjourned at 8:55 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

Regular BOE Meeting Minutes
March 12, 2019
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