

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Agenda

Date: 10/08/13

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

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Peter Jonaitis**
- 3. Pledge of Allegiance – Peter Jonaitis**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
- 7. Superintendent’s Report**
 - a. Student Representatives Report**
 - b. Superintendent Trip Overview**
 - c. Staff PD & Columbus Day - N/S**
 - d. Listen & Learn Events**
 - e. Special BOE Meeting**
 - f. Jack-O-Lantern Festival**
- 8. Audiences**
- 9. Unfinished Business**
- 10. New Business**
 - a. Discussion and Approval of 2014 Regular BOE Meetings**
 - b. Proposed New BOE Policy #5144.1 Use of Physical Force – First Reading**
 - c. Action if any, Regarding Adopting Educator Evaluation & Support Plans**
 - d. Action if any, Regarding Ratifying the Cafeteria Municipal Employees AFSCME Local 1303-46 Contract**
- 11. Board Committee Reports**
- 12. Board Members’ Comments**
- 13. Approval of Minutes: Regular Meeting Minutes – September 10, 2013**
- 14. Approval of Accounts and Payroll**
 - a. For the Month of July 2012/13 & 2013/14**
 - b. For the Month of August 2012/13 & 2013/14**
 - c. Line Item Transfers, if any**
- 15. Correspondence and Communications**

Special Note:

*The Board may
address Item 10d.
after Item 16, if
needed.*

16. Executive Session

- a. Matter(s) Related to Personnel**
- b. Matter(s) Related to Collective Bargaining**

17. Adjournment



ENFIELD PUBLIC SCHOOLS

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

Date: October 8, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Superintendent's Report

- a. **Student Representatives Report:** Enclosed in your packet you will find a report from both BOE Student Representatives regarding events/happenings at their respective high schools. Student Representatives may have some additional information or comments to share with Board members.

- b. **Superintendent Trip Overview:** Thank you for the opportunity to be away from the district for two weeks to participate at the International Triathlon Union World Championship in London and to visit LEGO's world headquarters in Billund, Denmark. It was a most remarkable experience and certainly will impact my ability to lead the Enfield Public Schools to World Class status.

During the course of the trip my family and I took over 6,000 pictures and videos. I have assembled less than 1% of these into a brief presentation that I will share with the Board during the Superintendent's report at our next meeting.

- c. **Staff PD & Columbus Day:** Board members are reminded that students will not be in session on Friday, October 11th in order for staff to attend K-12 grade level Professional Development workshops. Schools and offices will be closed on Monday, October 14th for Columbus Day.

- d. **Listen & Learn Events:** The first staff Listen & Learn event was held on October 2nd. Approximately 25 staff attended both sessions. Staff events will also be held on October 9th and 16th. Listen & Learn Events for parents, guardians and community member will be held on October 15th and 17th at John F. Kennedy Middle School in the Auditorium at 6:30 PM. Transportation will be available for Enfield residents through Enfield Dial-a-Ride by calling 860-272-3545.

- e. **Special BOE Meeting:** The Board of Education will hold a special meeting on Tuesday, October 22nd in the Enfield Room at Town Hall. The meeting will be held in Executive Session and will start at 5:30 PM. An agenda is enclosed in your packet.

- f. **Jack-O-Lantern Festival:** Enfield's 13th Annual Jack-O-Lantern Festival will be held on Saturday, October 19th on the Town Green starting at 4:00 PM. To learn more about this long-standing Enfield tradition, please visit www.enfieldjolf.org. A flyer about this event can be found in your packets.



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Date: October 8, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Discussion and Approval of 2014 Regular BOE Meetings

Connecticut law requires the Board of Education to provide the Town Clerk with a listing of dates for the Board's regular meetings for the coming year. The Town Clerk is requesting the list of regular meetings for 2014. Enclosed in your packet is the list of regular meetings for 2014 in accordance with Board Policy #8341 Meetings and incorporated it into the letter in your packet that requires the Board Chairman's signature.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval of the regular meeting dates for 2014.



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Date: October 8, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Proposed New BOE Policy #5144.1 Use of Physical Force – First Reading

The Student Issues Committee met on September 25th where Nursing Supervisor Trish Vayda presented the proposed new BOE Policy #5144.1 Use of Physical Force to committee members. The members of the Student Issues committee are endorsing this proposed new policy as a first reading.

The proposed new policy has been posted on the Board's website for community input. Student Issues Committee Chair Vin Grady and Trish Vayda are available to answer any questions from Board members regarding this proposed policy.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding adopting the Proposed New BOE Policy #5144.1 Use of Physical Force as a First Reading



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Date: October 8, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Action if any, Regarding Adopting Educator Evaluation & Support Plans

Last spring the district began developing new evaluation and support plans for all certified staff. Two committees were formed; one was to develop the teacher plan and the other was to develop the administrator plan. The committees have worked throughout the spring and summer with consultants from Revision Learning to develop these plans. The Enfield plans were developed in accordance with state law and guidelines for educator evaluation which came from the State Department. Both plans have been approved by the Connecticut State Department of Education.

P.A. 13-245 requires that “not later than September 1, 2013, each local and regional Board of Education shall adopt and implement a teacher evaluation and support program that is consistent with the guidelines for a model teacher evaluation and support program adopted by the State Board of Education” (June 2012).

Included with this memo are several documents: a one-page Executive Summary featuring the highlights of the teacher and administrator plans; a letter dated September 11, 2013 from Dr. Sarah Barzee indicating the approval of both of our evaluation plans and pdf. versions of both evaluation plans.

Below is recommended motion for the Board to adopt the new plans in accordance with P.A. 13-245:

“I move that the Enfield Board of Education adopts the Enfield created Connecticut State Department of Education approved Teacher and Administrator Evaluation Plans as presented.”

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding adopting the Educator Evaluation and Support Plans.



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Date: October 8, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Action if any, Regarding Ratifying the Cafeteria Municipal Employees
AFSCME Local 1303-46 Contract

Note: The Board may need to enter Executive Session prior to addressing this item.

The Board's Negotiation Team reached a tentative agreement (TA) on a new three year contract (beginning July 1, 2013) with AFSCME Local 1303-46 Cafeteria Employees. The union members held a ratification vote on September 11, 2013 and they approved the terms of the new contract. It would be appropriate for the Board to vote on the TA at this time.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval of the tentative agreement and the ratification of a new three year contract between the Board and AFSCME Local 1303-46 Cafeteria Employees as presented.



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Date: October 8, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Personnel
- Matter(s) Related to Collective Bargaining

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



EHS/FHS Student Representative Reports – October 8, 2013

Enfield High School:

- EHS will have a home Varsity football game against Ellington/Somers Co-op Team on Friday, October, 4th at 7:00 PM.
- SAT's will be held on Saturday, October 5th at Enfield High School.
- The EHS Girls JV & Varsity Volleyball teams will have a home game against Canton at 4:00 & 5:00 PM on Monday, October 7th.
- The EHS Boys JV & Varsity Soccer teams will have a home game against Suffield at 3:45 PM (grass & turf) on Tuesday, October 8th.
- The EHS Girls Varsity Field Hockey team will have a home game against Suffield at 6:00 PM on Tuesday, October 8th.
- The EHS Girls JV & Varsity Soccer teams will have a home game against Canton at 3:45 & 6:00 PM (grass & turf) on Friday, October 11th.
- The EHS Girls JV & Varsity Volleyball teams will have a home game against Avon at 4:00 & 5:00 PM on Friday, October 11th.
- The EHS JV Football team will have a home game against Valley Regional at 10:00 AM on Saturday, October 12th.
- The EHS Varsity Field Hockey team will have a home game against Canton at 3:45 PM on Monday, October 14th.
- The EHS JV & Varsity Boys Soccer team will have a home game against Avon at 3:45 (grass & turf) on Tuesday, October 15th.
- PSAT's will be given to all sophomores and interested juniors on Wednesday, October 16th.
- AVSAB Testing will be held on Wednesday, October 16th. Interested students should contact the Guidance Office.
- Spain Students will leave on Thursday, October 17th. Twenty-one students and two teachers arrived on September 27th and stayed with host families.
- The EHS Girls Varsity Field Hockey team will have a home game against Enrico Fermi at 6:00 PM on Thursday, October 17th.
- The EHS Girls Varsity Soccer team will have a home game against Bolton at 3:45 PM on Friday, October 18th.
- The EHS Girls JV & Varsity Volleyball teams will have a home game against the Sports & Medical Science Academy at 4:00 & 5:30 PM on Friday, October 18th.
- The EHS Varsity Football team will have a home game against Hyde Leadership at 1:00 PM on Saturday, October 19th.
- EHS Powder Puff Football game will be held on Saturday, October 19th at 6:30 PM.

- Save the Date - the EHS Safe Grad Committee will hold an auction on Saturday, November 2nd in the EHS Café starting at 6:00 PM. Admission is \$5 and all proceeds will benefit the graduating Class of 2014. For additional information, please contact debraserafin@gmail.com.

Enrico Fermi High School:

- The FHS Cross Country Team placed Third on September 28th at the Harry Geraghty Invitational that was held at Rockville High School.
- The FHS Boys JV & Varsity Soccer teams will have a home game against Hartford Public at 3:45 PM (grass & turf) on Monday, October 7th.
- The FHS Girls JV & Varsity Volleyball teams will have a home game against Bloomfield at 4:00 & 5:00 PM on Monday, October 7th.
- The FHS Girls JV & Varsity Field Hockey teams will have a home game against Stafford at 3:45 PM & 5:15 PM on Wednesday, October 9th.
- The FHS Boys Varsity Soccer team will have a home game against Bloomfield at 6:00 PM on Wednesday, October 9th.
- The FHS Girls JV & Varsity Field Hockey Teams will have a home game against Stafford at 3:45 & 5:15 PM on Wednesday, October 9th.
- The FHS Boys Varsity Soccer team will have a home game against Bloomfield at 6:00 PM on Wednesday, October 9th.
- The FHS Girls JV & Varsity Field Hockey teams will have a home game against Southington at 3:45 & 5:15 PM (grass & turf) on Friday, October 11th.
- The FHS Boys JV & Varsity Soccer teams will have a home game against Rocky Hill at 4:15 & 6:30 PM (grass & turf) on Friday, October 11th.
- The FHS Girls JV & Varsity Soccer teams will have a home game against E.O. Smith at 3:45 PM (grass & turf) on Tuesday, October 15th.
- The FHS Boys JV Soccer team will have a home game against Enfield High at 5:30 PM on Wednesday, October 16th.
- PSAT's will be given to all sophomores and interested juniors on Thursday, October 17th.
- The FHS Girls JV & Varsity Soccer teams will have a home game against RHAM at 4:00 & 6:00 PM (grass & turf) on Thursday, October 17th.
- The Fermi Parent Advisory Committee will meet on Thursday, October 17th at 5:30 PM in the JFK Media Center prior to the Secondary Schools Listen & Learn Event with Dr. Schumann. The Listen & Learn Event will be held in the JFK Auditorium and will start at 6:30 PM.

Note: *All athletic games are subject to change due to the weather conditions. Please visit the www.ciacsports.com website for the latest and most up-to-date athletic contests information.*



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DRAFT

October 18, 2013

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

Dear Mrs. Olechnicki,

Be advised that there will be a special meeting of the Board of Education on Tuesday, October 22, 2013. The agenda is listed below.

Special Board of Education Meeting

Date: Tuesday, October 22, 2013
Time: 5:30 – 6:45 PM
Place: Enfield Town Hall – Enfield Room
820 Enfield Street, Enfield, CT

AGENDA:

1. Call to Order – Chairman Neville
2. Pledge of Allegiance
3. Fire Evacuation Announcement
4. Roll Call
5. Executive Session:
 - Matter(s) Related to BOE Yearend Review/Discussion
6. Adjournment

Enfield's 13th Annual
Jack-O-Lantern Festival
Saturday, October 19

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

EACH CHILD

must bring one carved pumpkin + \$1 for a regulation candle
to enjoy all of the activities **AT NO ADDITIONAL CHARGE**

No carved pumpkin = \$10 per child (children under 3 free)

Festival activities include:

DJ, Giant Inflatables, Games, Crafts, Trick-or-Treat Stations,
Hayrides, Clowns, Balloon Animals, Raffles and more!!!
A variety of food and beverages will be available at reasonable prices.

MANY ADULT VOLUNTEERS ARE NEEDED!

If you are available to help out at the festival,
please contact Nancy Marco at 860-741-3074 or JOVAS12@sbcglobal.net.

FOR MORE DETAILS...visit our website

www.enfieldjolf.org



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October 8, 2013

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

Re: Schedule of Regular Meetings for 2014 – Enfield Board of Education

Dear Mrs. Olechnicki:

The dates for regular scheduled meetings for the Enfield Board of Education for 2014 are herein submitted. The Board of Education plans to meet on the second and fourth Tuesday of each month on the presented schedule.

All meetings are planned to begin at 7:00 PM at the Town Hall in Council Chambers located at 820 Enfield Street, Enfield, Connecticut unless otherwise indicated.

January 14	April 22	September 9
January 28	May 13	September 23
February 11	May 27	October 14
February 25	June 10	October 28
March 11	June 24	November 11
March 25	July 8	November 25
April 8	August 26	December 9

Sincerely,

Timothy Neville
Chairman

Ref: Board Policy #8341

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

MEETINGS

8341.

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

December – Second Tuesday only

July – Second Tuesday only

August – Fourth Tuesday only

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

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

Adjournment of Meetings – Meetings shall adjourn no later than 10:30 PM.

Extensions in time of adjournment may occur should two-thirds of the members present so approve. (In the event five members are in attendance, it will be necessary to have 4 affirmative votes for an extension in time of adjournment; if seven members are in attendance, it will be necessary to have five affirmative votes).

Policy Adopted: February 14, 1961
Policy Amended: November 23, 1971
Policy Amended: December 14, 1982
Policy Effective: November 14, 1983
Policy Amended: December 11, 1989
Policy Amended: December 11, 1990
Policy Amended: December 13, 1993
Policy Amended: March 27, 2007
Policy Amended: December 11, 2007
Policy Reviewed: February 24, 2009
Policy Revised: October 9, 2012
Effective: January 1, 2013

FIRST
READING**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT****USE of PHYSICAL FORCE****5144.1****Students****Physical Restraint(s)/Seclusion:**

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is the use of helmets, or other protective gear used to protect a person from injuries due to a fall, mitts and similar devices used to prevent special education students from hurting themselves if their use is documented in their Individualized Education Program (IEP), pursuant to Connecticut's special education laws and is the least restrictive means available to prevent self-injury.

Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact using devices and techniques designed to control acute or incidental aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions. Such constraint will not be used except as necessary to ensure a student's safety and that of others, and then only for as long as is necessary for control of the situation. Such restraint is not to be used as a disciplinary measure. Restraint includes "aversive techniques" which are defined as deliberate activities designed to establish a negative association with a specific behavior. Prohibited is any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means.

Restraint does not include briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; or medical devices, including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance.

47 Seclusion is defined as the confinement of an individual in a room, with or without
48 staff supervision, in a manner that prevents the person from leaving, provided such
49 seclusion does not include any confinement of a person at risk in which the person is
50 physically able to leave the area of confinement, including, but not limited to, in-
51 school suspension and time-out. Time-out is not considered seclusion. Involuntary
52 seclusion is permitted in accordance with the student's IEP or in an emergency to
53 prevent immediate or imminent injury to the person or others, so long as it is the least
54 restrictive alternative.

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Legal Reference Connecticut General Statutes:

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- **10-76b State supervision of special education programs and services.**
- **0-76d Duties and powers of boards of education to provide special education programs and services.**
- **46a-150 Definitions. (as amended by PA 07-147)**
- **46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.**
- **46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by P.A. 12-88)**
- **53a-18 Use of reasonable physical force or deadly physical force generally.**
- **53a-19 Use of physical force in defense of person.**
- **53a-20 Use of physical force in defense of premises.**
- **53a-21 Use of physical force in defense of property.**
- **PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.**
- **State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.**

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Adopted:

Executive Summary Plans

Enfield Educator Professional Growth and Development Plan:

- Connecticut is required to update its teacher evaluation approach because it received a waiver in 2012 from the No Child Left Behind Act.
- The Enfield Educator Evaluation Committee had 12 members who contributed to the plan. The committee members represented teachers, administration, central office staff and Martha Bless of ReVision Learning.
- In the Enfield Plan, educators will receive a final performance rating on a four point scale: *Exemplary Practice, Effective Practice, Developing Practice, Below Standard Practice*
- Educators are evaluated on two major areas:
 - Outcomes Rating-50%
 - Student Learning Measures-45%
 - Student Survey-5%
 - Practice Rating-50%
 - Observations of Practice-40%
 - Parent Survey-10%
- Teachers will be observed three to four times per year in the new plan. The old plan required non-tenured teachers to be observed once per year. A yearly observation was not required each year for tenured staff. All observations are rated on a common rubric tied to the Connecticut Common Core of Teaching (CCT).
- Premise of the committee work:
 - If our teacher evaluation systems include the multiple inputs that we know generate teacher growth, then, we will have a system that over time will ensure improved teacher quality and improved student outcomes.
 - If our teacher evaluation systems are designed to provide opportunities for teachers to learn and grow instead of focusing on removal of poor performing teachers, then, we will have a system that over time will ensure improved teacher quality and improved student outcomes.

Enfield Administrator Effectiveness and Performance:

- Committee was comprised of building, central office administrators and Martha Bless of ReVision Learning.
- In the Enfield Plan, educators will receive a final performance rating on a four point scale: *Exemplary Practice, Effective Practice, Developing Practice, Below Standard Practice*
- *The final rating is determined by performance in the following areas:*
 - *Practice Rating=50%*
 - *Administrator Performance and Practice-40%*
 - *Stakeholder Feedback -10%*
 - *Outcomes Rating*
 - *Student Learning Measures-45%*
 - *Teacher Effectiveness-5%*

All observations are rated on a common rubric tied to the Connecticut Common Core of Leadership (CCL).


The committee has been instrumental in introducing the plan to Enfield educators and will continue to meet throughout the year to support implementation.



STATE OF CONNECTICUT
State Department of Education



TO: Jeff Schumann
Enfield School District

FROM: Sarah Barzee, Ph.D., Interim Chief Talent Officer
Talent Office 

DATE: September 11, 2013

SUBJECT: Educator Evaluation and Support Plan Feedback

Thank you for submitting revisions to your district's Educator Evaluation and Support plan for 2013-14. We appreciate the thoughtfulness and timely attention that you and educators in your district have put into this process.

I am pleased to inform you that based upon the revisions you made to your district's plan, your plan now meets the Core Requirements as outlined in the Connecticut Guidelines for Educator Evaluation (June 2012).

We have also reviewed your district's 2013-14 implementation plan and have determined that it is within the parameters for flexibility recommended by the Performance Evaluation Advisory Council (PEAC) and approved by the Connecticut State Board of Education in February 2013.

Congratulations to you and your team. Thank you for the work that is demonstrated in your district's Educator Evaluation and Support plan and for your commitment to implement during 2013-14 school year.

SB
Attachment



STATE OF CONNECTICUT
State Department of Education



EDUCATOR EVALUATION PLAN 2013-14
REVIEW AND FEEDBACK REPORT

Enfield School District

Feedback for Teacher Evaluation Plan: Approved

Evaluation Process: Meets requirements

Timeline for Evaluation Process:	Meets requirements
Orientation to the Evaluation Process:	Meets requirements
Goal-setting Conference:	Meets requirements
Mid-year Check-in:	Meets requirements
End-of-year Conference:	Meets requirements
4 Level Matrix Rating System:	Meets requirements

Component # 1 - 45% Student Outcomes/Achievement: Meets requirements

Goal-setting Process:	Meets requirements
IAGDs:	Meets requirements

Component # 2 - 40% Teacher Practice: Meets requirements

Observation Protocol:	Meets requirements
Rubric:	Meets requirements
Proficiency/Calibration:	Meets requirements

Component # 3 - 10% Parent OR Peer Feedback: Meets requirements

Protocol and Final Rating System:	Meets requirements
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**Component # 4 - 5% Whole School Student Learning OR Student Feedback:
Meets requirements**

Protocol for Use of Whole-school Learning Indicators and/or Student Feedback:	Meets requirements
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Other Core Requirements: Meets requirements

Definition of Effectiveness and Ineffectiveness:	Meets requirements
Evaluation-based Professional Learning:	Exceeds requirements
Career Development/Professional Growth	Exceeds requirements
Plan for Individual Teacher Improvement and Remediation Plans:	Meets requirements
Process for Dispute Resolution:	Exceeds requirements



STATE OF CONNECTICUT
State Department of Education



EDUCATOR EVALUATION PLAN 2013-14
REVIEW AND FEEDBACK REPORT

Enfield School District

Feedback for Administrator Evaluation Plan: Approved

Evaluation Process: Meets requirements

Timeline for Evaluation Process:	Meets requirements
Orientation to the Evaluation Process:	Meets requirements
Goal-setting Conference:	Meets requirements
Mid-year Check-in:	Meets requirements
End-of-year Conference:	Meets requirements
4 Level Matrix Rating System:	Meets requirements

**Component # 1 - 45% Multiple Student Learning Indicators:
Meets requirements**

State Measures of Academic Learning:	Meets requirements
Locally-Determined Indicators:	Meets requirements

**Component # 2 - 40% Administrator Performance and Practice:
Meets requirements**

Observation Protocol:	Meets requirements
Rubric:	Meets requirements
Training:	Meets requirements

Component # 3 - 10% Stakeholder Feedback: Meets requirements

Stakeholder Requirements:	Meets requirements
Feedback Instrument(s):	Meets requirements

Component # 4 - 5% Teacher Effectiveness Outcomes: Meets requirements

Teacher Effectiveness Outcomes:	Meets requirements
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Other Core Requirements: Meets requirements

Definition of Effectiveness and Ineffectiveness:	Meets requirements
Evaluation-based Professional Learning:	Meets requirements
Career Development and Professional Growth:	Meets requirements
Individual Administrator Improvement and Remediation Plans:	Meets requirements
Orientation Programs:	Meets requirements



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Educator Evaluation & Support Plans

To view the Administrator Effectiveness and Performance Evaluation Handbook and the Educator Professional Growth & Evaluation Plan documents, please use the two attached pdf. files. Both documents have been posted on the website under BOE Agenda & Packet for October 8, 2013.

**BOARD OF EDUCATION
REGULAR MEETING MINUTES
SEPTEMBER 10, 2013**

DRAFT

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on September 10, 2013.

1. **CALL TO ORDER:** The meeting was called to order at 7:01 PM by Chairman Neville.
2. **INVOCATION OR MOMENT OF SILENCE:** Joyce Hall
3. **PLEDGE OF ALLEGIANCE:** Joyce Hall
4. **FIRE EVACUATION ANNOUNCEMENT:** Chairman Neville announced the fire evacuation announcement.
5. **ROLL CALL:**

MEMBERS PRESENT: Vin Grady, Tom Sirard, Joyce Hall, Jen Rancourt, Tina LeBlanc, Kevin Fealy and Timothy Neville

MEMBERS ABSENT: Donna Szewczak and Peter Jonaitis

ALSO PRESENT: Dr. Jeffrey Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; EHS Student Representative Christine Luksic and FHS Student Representative Katie Saltzgiver (arrived at 7:20 PM)

6. **BOARD GUEST(S)**

- a. ERfC

Chairman Neville welcomed Larry Dube from ERfC (Educational Resources for Children) to the Board meeting.

Mr. Dube thanked the Board for this opportunity to showcase the student's projects. He introduced Program Director and Head Teacher Sarah Moriarty from the JFK center and two students from JFK Sam Betancourt and T.J. Fountain that were present.

Mr. Dube stated that last year, the students took part of the Afterschool Matters Public Service Announcements Campaign. You will hear two public service announcements (PSA) made by the students at the JFK ERfC program. They are titled "Catch and Disappear". These PSA's came in second and third place.

Mr. Dube added that we are extremely proud of the students and their accomplishments.

Chairman Neville stated both he and Dr. Schumann were present when the students at the JFK ERfC program received their award. We wanted to share this with the Board.

Mr. Dube stated the students were able to put on this production from a Digital Media Grant that ERfC received. We have received numerous grants to assist the students.

Chairman Neville stated you have put the students on the stage and they are great little actors. We appreciate everything you have done.

Mrs. LeBlanc stated that ERfC is an excellent program. She has seen what you are doing at Eli Whitney. Everyone is always so happy. You should be commended for the great job you are doing with our students.

Chairman Neville thanked Mr. Dube and the students.

7. SUPERINTENDENT'S REPORT

- a. Student Representatives, Welcome & Reports – as presented
- b. Rachel's Challenge – as presented
- c. Special Request – as presented
- d. Open House Nights – as presented
- e. Listen & Learn Events – as presented

Added Item:

- f. Timeline for BOE Decisions on H.S. colors & Mascot and School Security – as presented

Mrs. LeBlanc asked why the Board was receiving these timelines on Board decisions.

Chairman Neville stated during public comments it has been brought up several times that more time was spent discussing the high school colors and mascot than the school security guards. It is a misrepresentation of the time that the Board spent on both of these topics. Mrs. Szewczak raised this question and stated the facts are the facts and she wanted us to share this information with the public.

Mrs. LeBlanc added that we discussed the high school colors and mascots at regular meetings so it seemed like it was a much longer time. The school guards were discussed at special meetings that were held in executive session and not in open session at regular meetings so the process seemed to go more quickly.

Chairman Neville added the issue was regarding the time spent on the topics. It really wasn't an accurate assessment. Mrs. Szewczak felt it was a misrepresentation.

8. AUDIENCES - None

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS

a. Discussion and Action if any, Regarding Cancelling the September 24th BOE Meeting

Dr. Schumann stated the community event for Rachel's Challenge will be held on the same night as the September 24th Board meeting. There is a conflict with these two events. He will not be present for either event. It would be appropriate for Mr. Drezek to attend the Rachel's Challenge community event in his absence.

Chairman Neville stated there is nothing pressing on our calendar that cannot be pushed back until the first meeting in October. He would like to attend the Rachel's Challenge community event. He recommends postponing or cancelling the September 24th Board meeting.

Mr. Sirard stated since this is listed as an agenda item, he would like us to vote on this item.

Mrs. LeBlanc moved, seconded by Ms. Hall that the Enfield Board of Education cancels the September 24th BOE meeting.

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

FHS Student Representative Katie Saltzgeber arrived at 7:20 PM.

b. Discussion and Action if any, Regarding BOE Two-Year Goal Setting Process

Chairman Neville stated the Board will need to discuss goals for the next year. We will also need to look at items the Board addressed over the past two years as part of a post-mortem process mentioned by Mrs. LeBlanc in order for Board members to see what worked and what didn't work and how we can improve on items.

Chairman Neville stated that he started to look at dates and realized he was rushing it a bit. Dr. Schumann asked for us to look at this as a two year process. We can look at items mentioned by Mrs. LeBlanc and look at goals for us to accomplish each year. He does not want to set goals for the new Board. He asked how the Board feels about this process.

Mr. Fealy agrees with the timing of the elections. Holding the post-mortem process prior to elections is a good idea. Planning the two year goal setting process will depend on the next seated Board. The new Board may have different opinions and ideas.

Chairman Neville stated the new Board will look at setting goals. They would be the new Board's two year goals. Having two year goals and measurable objectives on how the Board will get to these goals is a good process.

Mr. Fealy agrees with the timing to include the new seated Board. Will we include the new curriculum coordinators and the cabinet when the Board meets?

Chairman Neville suggests that we include the Superintendent and his cabinet when we meet. This way they can understand where the Board is coming from and we can question them on the direction they want to go in. The Board can decide who will attend. There is a timeline that the administration is aware of. Technology is an item that needs to be addressed.

Mr. Fealy stated these are the Boards goals and we will need input on the goals and what the administration is trying to achieve. We might need additional input in order to support the administrations goals. He would like the Board to also hold a workshop on the Board's specific goals. The Board might need a workshop to discuss their goals prior to meeting with the administration. This way the Board can see where both set of goals will merge and what will need additional work.

Dr. Schumann agrees with Mr. Fealy. The Board may give the administration specific goals and a direction they would like us to move the district in. The Board may also may their own personal goals.

Mrs. Rancourt stated the last time we did this we received information in the morning and then worked on goals in the afternoon. We also did this at Johnson Memorial Hospital where items were placed on the wall.

Chairman Neville stated we have never done this the same way. We have not had any measurable goals. It is up to the Board to make a decision on this. We can have several meetings on goal setting. We need to be involved in the process of goal setting. We are trying to lock in some dates.

Mrs. Rancourt would like us to set a date to hold the post mortem session before this term ends.

Chairman Neville stated we can hold this in October on either 8th or the 22nd before our regular meetings. One of the meetings in October will be to discuss the Superintendent's Evaluation. Board members agreed to hold a special meeting on October 22nd at 5:30 PM thru 7:00 PM at the Town Hall prior to the Board meeting and they would like a light dinner to be included.

Ms. Hall stated we will not hold a meeting on Saturday, September 28th in the morning.

Chairman Neville stated that is correct. The October 22nd meeting can be held in place of this.

11. BOARD COMMITTEE REPORTS - None

12. BOARD MEMBER COMMENTS

Mrs. Rancourt stated that Eli Whitney held their Back-to-School picnic last Friday on September 6th. Intermediate schools open houses will be held on Wednesday, September 18th. Family day is being held on the Town Green on Sunday, September 15th. There will be many different kinds of activities and the PTO's will also hold fundraisers. EEFE will hold their Cleats for Feet's tag sale. It should be a good day for everyone if the weather cooperates.

Ms. Hall stated Family day is very entertaining and the PTO's will hold many different fund raising events. She referred to a study that was conducted looking at the trends in International Mathematics and Science for students in grades 4 and 8 around the world. Our nation has been criticized for our low scores in the past. If we looked at the United States as a whole, we scored above the international average. So in spite of what we have been told, we have some students that know what they are doing.

Mr. Fealy welcomed our student representatives and all of the students back to school. It is the beginning of another fun filled year. He asked everyone to remember September 11th. It is a solemn day for remembrance.

Mrs. LeBlanc stated JFK will hold the Grade 6 open house on Wednesday, September 11th and the Grade 7 open house on Thursday, September 12th. She will attend the JFK Rachel's Challenge Chain Reaction programs on September 18th. Family Day will start at 11:30 AM. She reviewed some of the events being held during the day. She hopes that all the students have a good start to the year and have worked out all of the kinks and have a safe school year.

FHS Student Representative Katie Saltzgeber thanked the Board and welcomed back the Fermi students. All sports have started and we had a smooth start to the school year. School pictures were held on Friday last week.

Chairman Neville stated he will also attend the Rachel's Challenge event at JFK on September 18th. He along with Dr. Schumann, Mayor Kaupin and Mr. Coppler has been involved with the business forum. We are looking at internships for students in the business fields. The first business forum will be held on September 27th. We are looking for students and staff to participate. We will keep you updated on this topic.

Chairman Neville stated at one of the quarterly Town Meetings it was mentioned that staff members were not allowed to sign any petitions or the petition regarding the security guards because they would lose their jobs. This is not true. When staff members are not in school, they are private citizens. He does not like this kind of a rumor. Please let either Dr. Schumann or himself know if any tells you differently. Staff members are prohibited for political activities during the school day only.

Chairman Neville added that Dr. Schumann will be participating in a Triathlon in London, England. He wishes him good luck.

Dr. Schumann stated he is leaving on September 11th and the first competition is on Friday, September 15th and then on Sunday afternoon. They will use the same course as the 2012 Olympics. There are around 5,000 athletes competing in this competition. It is pretty exciting and he is looking forward to this. He has been training for this his entire life.

Chairman Neville stated you are representing the United States and you needed to qualify to enter this competition.

Dr. Schumann stated that is correct. He qualified last year at a national event that was held in Burlington, Vermont. He has a red, white and blue Team USA uniform. He will bring the uniform for Board members to see.

Chairman Neville stated this sounds great. Most of us go to the beach for a vacation. We wish you good luck and you will represent us well. You will also visit Denmark.

Dr. Schumann added he will then go to Denmark and visit Lego Headquarters. He will tour Lego Land and will also interact with some of the executives. He will also meet their Board members and Town leadership. He will go to one of their schools to talk with the administrators to see how they have incorporated the Lego program into their curriculum. He will try to face-time with our schools on Tuesday.

Chairman Neville added we will be rooting for you.

13. APPROVAL OF MINUTES

Mr. Grady moved, seconded by Mr. Sirard that the Regular Meeting minutes of August 27, 2013 be approved. A vote by **show-of-hands 7-0-0** passed.

14. APPROVAL OF ACCOUNTS PAYROLL - None

15. CORRESPONDENCE AND COMMUNICATIONS - None

16. EXECUTIVE SESSION

Mr. Grady moved, seconded by Mr. Fealy that the Board enters into Executive Session for:

- a. Matter(s) Related to Personnel
- b. Matter(s) Related to Collective Bargaining

A vote by **show-of-hands 6-1-0** passed with Mr. Sirard in dissent at 7:47 PM.

The Board reconvened to the Staff Lounge for the Executive Session. Joining the Board in Executive Session were Dr. Schumann and Mr. Drezek.

The Executive Session ended at 8:19 PM. No Board action occurred while in Executive Session.

17. ADJOURNMENT

Mr. Grady moved, seconded by Mr. Sirard to adjourn the Regular Meeting of September 10, 2013.

All ayes, motion passed unanimously.

Meeting stood adjourned at 8:20 PM.

Donna Szewczak
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary