

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Agenda**

**Date: 10/09/12**

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

- 1.    Call to Order – 7:30 PM**
- 2.    Invocation or Moment of Silence – Timothy Neville**
- 3.    Pledge of Allegiance – Timothy Neville**
- 4.    Fire Evacuation Announcement**
- 5.    Roll Call**
- 6.    Board Guests**
- 7.    Superintendent's Report**
  - a.    Common Core State Standards – Review of Mathematics Standards**
  - b.    Playscapes – Status Update**
  - c.    Youth Vote Events**
  - d.    Transportation Update**
  - e.    Enrollment**
  - f.    iPad Consortium**
  - g.    Rachel's Challenge**
  - h.    November 13<sup>th</sup> Meeting Conflict**
- 8.    Audiences**
- 9.    Unfinished Business**
  - a.    Policy Revision - #9133 Committees of the Board – Second Reading**
  - b.    Policy Revision - #8341 Meetings – Second Reading**
- 10.   New Business**
  - a.    Policy Revision - #5113 Attendance Policy: K-12 – First Reading**
  - b.    Discussions/Approval of 2013 Regular BOE Meeting Dates**
- 11.   Board Committee Reports**
- 12.   Board Members' Comments**

- 13. Approval of Minutes: Regular Meeting Minutes – September 25, 2012**
- 14. Approval of Accounts and Payroll**
  - a. For the Month of July 2012/13**
  - b. For the Month of August 2012/13**
  - c. Line Item Transfers, if any**
- 15. Correspondence and Communications**
- 16. Executive Session**
- 17. Adjournment**



# ENFIELD PUBLIC SCHOOLS

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

**Date:** October 9, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Superintendent's Report

- a. **Common Core State Standards – Review of Mathematics Standards** – Building on the overview she gave at the Board of Education Workshop, Ms. McKernan, CAO will begin to “unwrap” the Mathematic Standards of the Common Core.
- b. **Playscapes – Status Update** – I have spoken with Buildings and Ground regarding the repair of the playscapes at Memorial and Crandall which were closed. They have ordered the replacement parts. Some of the parts were in stock and are being shipped, some parts are on back order and some parts are no longer available and will have to be fabricated. They do not have a timeline for the repairs due to the availability of the parts needed however, they have assured us these repairs are a top priority and will begin as soon as the parts are received.
- c. **Youth Vote Events** – There are three Enfield youth vote events scheduled over the next several weeks. The attached flyer gives the dates, times, locations and the races being debated at each event.
- d. **Transportation Update** – Mr. Littizio, Chief Finance Officer has researched the possibility of providing late busses three days a week at both high schools. After consulting with Smyth Bus he concluded that the busses could be at each school by 4:00 P.M. on Monday, Wednesday and Thursday for the remainder of the 2012-13 school year. The cost for this service would be approximately \$25,000. His research also revealed that these buses were significantly under-utilized in previous years resulting in their elimination.
- e. **Enrollment** – Our October 1, 2012 enrollment indicated a total student population of 5438. The enrollment projection report presented to the Board on February 19, 2012 indicated the district enrollment would be 5437 students. This proved to be an extremely accurate prediction, never-the-less we have 205 fewer students this year than we did last year. The greatest single drop of 53 student occurred in the class of 2019 (grade 5 to grade six).
- f. **iPad Consortium** – We received 48 proposals from 88 teachers requesting 774 iPads. The cabinet was very impressed with the innovative ideas the teachers proposed and were challenged to determine which to move forward. Nineteen proposals have been selected for the 300 iPads. The table below shows these proposals. The Consortium met for the first time on Thursday, October 4, 2012 and the iPads will be distributed beginning this week.

<b>Lisa Hunter</b>	<b>Enfield Street Elementary School</b>	<b>Kindergarten - All Subjects</b>
<b>Kyle Charette, Courtney Cooper</b>	<b>Henry Barnard Elementary School</b>	<b>Grade 1 - All Subjects</b>
<b>Gina Tercasio</b>	<b>Nathan Hale Elementary School</b>	<b>Grade 2 - All Subjects</b>
<b>Melissa Nuccio</b>	<b>Edgar Parkman Elementary School</b>	<b>Grade 3- All subjects</b>
<b>Andrea Tarbox</b>	<b>Eli Whitney Elementary School</b>	<b>Grade 3- All subjects</b>
<b>Mary Almeida and Kara Baroni</b>	<b>Hazardville Memorial Elementary School</b>	<b>1st and 2nd Grade Reading</b>
<b>Andrew Duperre and Kim Tait</b>	<b>Prudence Crandall Elementary School</b>	<b>Grade 4 - All Subjects</b>
<b>Donna Schroyer</b>	<b>Enfield Street Elementary School</b>	<b>Reading</b>
<b>Jennifer Scioscio and Laura Wisnesky</b>	<b>Hazardville Memorial Elementary School</b>	<b>Academic Support - Reading Intervention Grades K - 2</b>
<b>Christine Turcotte-White</b>	<b>Henry Barnard Elementary School</b>	<b>Reading/Language Arts Consultant Grades 1-2</b>
<b>Patricia Clair</b>	<b>Henry Barnard Elementary School</b>	<b>English Language Arts Consultant / Grades 1 and 2</b>
<b>Beth Radkovich</b>	<b>Nathan Hale Elementary School</b>	<b>K-2 Math Consultant</b>
<b>Danielle Bourassa</b>	<b>Henry Barnard Elementary School</b>	<b>K-2 Math Consultant</b>
<b>Angela Foss</b>	<b>Edgar Parkman Elementary School</b>	<b>Grades 3-5; Math (Math consultant)</b>
<b>Sarah Cianci</b>	<b>JFK Middle School</b>	<b>Grade 6 English and Reading</b>
<b>William Walpole</b>	<b>Enfield High School</b>	<b>Special Education - Grades 9-12 and All subjects</b>
<b>Tod Couture and Amy Asselin</b>	<b>Enrico Fermi High School</b>	<b>Special Education - Grades 9-12 and All subjects</b>
<b>Doris Wyse</b>	<b>Enfield High School</b>	<b>9-12 Mathematics</b>
<b>Matthew Gaffney</b>	<b>Enrico Fermi High School</b>	<b>9-12 Mathematics</b>

Also please find an article from the Courant on Friday, October 05, 2012 reporting on iPad use in schools in Farmington Valley, Glastonbury and Brookfield.

- g. Rachel's Challenge** – A letter was sent to all Grade 3-5 parents on Friday, October 4, 2012 explaining the Rachel's Challenge program and the future events being planned for students and parents. JFK Middle school has held club meetings as have Enfield and Fermi High Schools. Approximately 75 students and a dozen adults are participating at JFK and 150 students and 15 adults at each high school. The Rachel's Challenge program has had an enormous impact on the school community and we are excited about sustaining the momentum. A good deal of the success of the program is due to the quality of the presenter, Jim Kennedy. Mr. Neville will send a letter (attached) to Rachel's Challenge expressing thanks on behalf of the community and the Board.
- h. November 13<sup>th</sup> Meeting Conflict** – We have been informed by the Town Manager's office that a conflict exists for using Council Chambers on November 13<sup>th</sup> due to elections being held the previous week. The Town Council will be using Council Chambers and the Board will need to relocate to another location. Since the 2012 meeting schedule will be changed, the Board will need to cancel the November 13, 2012 regular meeting and replace it with a special meeting. Since the meeting will be video taped and not broadcasted live, I suggest we use the newly painted Barnard conference room.



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**Date:** October 9, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revisions – #9133 Committees of the Board – Second Reading

Mr. Johnson, Chair of the Policy Review Committee, will address this item. The policy revisions were previously discussed by the Policy Review Committee on Tuesday, October 3<sup>rd</sup> and were tabled at the Tuesday, September 25<sup>th</sup> Board of Education meeting. The Policy committee is recommending second reading on the aforementioned policy.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval, as second reading for policy #9133 Committees of the Board as presented.



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**Date:** October 9, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revisions – #8341 Meetings – Second Reading

Mr. Johnson, Chair of the Policy Review Committee, will address this item. The policy revisions were previously discussed by Policy Review Committee on Tuesday, October 3<sup>rd</sup> and were discussed at the Tuesday, September 9<sup>th</sup> Board of Education meeting. The Policy committee is recommending a second reading on the aforementioned policy.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval, as second reading for policy #8341 Meetings as presented.



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**Date:** October 9, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revisions – #5113 Attendance Policy: K-12 – First Reading

Mr. Johnson, Chair of the Policy Review Committee, will address this item. The policy revisions were previously discussed by Policy Review Committee on Tuesday, October 3<sup>rd</sup>. The Policy committee is recommending a first reading on the aforementioned policy.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval, as a first reading on policy #5113 Attendance Policy: K-12 as presented.





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**Date:** October 9, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Discussions/Approval of 2013 Regular BOE Meeting Dates

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 2013. Enclosed in your packet is the list of regular meetings for 2013 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 2013.

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
SEPTEMBER 25, 2012**

**DRAFT**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on September 25, 2012.

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

**MEMBERS PRESENT:** Charles Johnson, Vin Grady, Kevin Fealy, Joyce Hall, Jennifer Rancourt (arrived at 7:39 PM), Donna Szewczak and Timothy Neville

**MEMBERS ABSENT:** Peter Jonaitis and Kevin Fealy

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

6. **APPROVAL OF MINUTES**

Mr. Grady moved, seconded by Ms. Hall that the Regular Meeting minutes of September 11, 2012 be approved. A vote by **show-of-hands 6-0-0** passed unanimously with the following changes. The vote tally should be changed to 5-2-0 for both items 15d and 15e.

Mr. Grady moved, seconded by Mrs. Szewczak that the Special Meeting minutes of September 15, 2012 be approved. A vote by **show-of-hands 6-0-0** passed unanimously.

7. **BOARD GUESTS**

- a. Mrs. Krieger, EHS Principal and Ian Lempitsky, State Student Advisory Council on Education (SSACE)

Dr. Schumann introduced the EHS Principal to the Board. Mrs. Krieger is here with us tonight to recognize one of her stellar students who has recently been appointed to the State Student Advisory Council on Education.

Mrs. Krieger stated that Mr. Lempitsky was one of the first students to introduce himself and welcome her at Enfield High School over the summer. He is an exceptional student. She reviewed his many accomplishments at Enfield High School. We are here tonight to recognize Mr. Lempitsky for being named to the 2012-13 SSACE. Students appointed to this council will have a voice in education planning and will enable the State Board of Education, Commissioner of Education, the Governor, State Personnel and State Legislators to become familiar with high school students perspectives on key issue. This is truly an honor to be appointed to this council. Mr. Lempitsky will represent our school, our town and his family well. We are extremely proud of him and all of his accomplishments.

Mr. Lempitsky stated that he attended a meeting two weeks ago. We met the Commissioner of Education and we received our tasks for the year. There are pieces in the reform bill that we will work on. One task is about students and parents evaluating teachers and administration; another

task is about improving communication in the school system between teachers and parents; and the last task is about promoting teaching as a first choice for a career.

Chairman Neville congratulated Mr. Lempitsky. You have your work cut out for you. Based on what we have heard, he cannot imagine that Mr. Lempitsky will not be successful. The entire Board congratulated Mr. Lempitsky.

Chairman Neville would like Mr. Lempitsky to come back and give the Board an update later in the year on his progress on this council.

Ms. Hall asked how many students have been appointed to this advisory Board. Mr. Lempitsky stated there are 28 students. Ms. Hall asked if student representatives for the State Board of Education are chosen to this Board or are they something that is separate? Mr. Lempitsky stated they are separate. We will choose two Student Representatives to be on this council later in the year.

## **8. CORRESPONDENCE AND COMMUNICATIONS**

## **9. AUDIENCES**

Judy Apruzzese-Desroches, Celtic Court – Mrs. Apruzzese-Desroches stated she is here regarding the Lights on Afterschool program that will be held on October 18<sup>th</sup> at the Enfield Square in the Center Court starting at 4:30 PM. There will be key speakers in attendance including Dr. Schumann, Lt. Governor Wyman, Mayor Kaupin, Representative Kiner, and Congressman Courtney. There will also be additional speakers at this community event. As a chair for the organizing committee, she is inviting all Board members to attend. ERfC is hosting the event. All afterschool programs in Enfield have also been invited to attend. Afterschool programs are the best way to expand learning opportunities for students to help improve their performance during the school day, motivate them to stay in school and prepare them for the future. These programs work with the school system and families to not only keep kids safe but keep them engaged and learning. For additional information please go to [www.afterschoolalliance.org](http://www.afterschoolalliance.org) for additional information. Mrs. Apruzzese-Desroches thanked the Board for all that you do and hopes to see you on October 18<sup>th</sup>.

Gray Wanzer, Enfield High School – Mr. Wanzer stated he is here due to a question that was raised at the last Board meeting regarding if a Board policy was violated. The answer is yes a policy was violated. The policy is #1312 Complaints Concerning School Personnel. Mr. Wanzer read a portion of the policy. If an employee is named publically this would be a violation of the policy. How does someone register a complaint? This is also addressed in the policy. All complaints should be brought to the attention of the Superintendent of Schools to be addressed by the appropriate personnel. He is here as a teacher and as a representative of the collective bargaining unit and stresses their support of the policy, the Board and the Chair to act on this if deemed necessary. Mr. Wanzer has worked with the Enfield High Student Representative. Knowing Mr. Andexler, you have a wealth of knowledge and valuable resource to use. He encourages you to look to him for his expertise. He has not had the opportunity to meet the FHS student representative but expects her to be as equally knowledgeable. Thank you.

## **10. BOARD MEMBER COMMENTS**

EHS Student Representative Brandon Andexler stated we held Rachel's Challenge events and they were extremely successful and moving. We have started to make changes at EHS. We are starting a chain reaction of kindness and have also started a club. The work needs to be done inside and outside. He is asking for the Town's help to make this program successful. A discussion with Dr. Schumann will be held for Freshman students on October 17<sup>th</sup>. He will answer student questions. The EHS NHS (National Honor Society) Induction Ceremony will be held on October 2<sup>nd</sup>. He encourages Board members to attend this event.

Mrs. Rancourt stated she also attended the Whitney and EHS Rachel's Challenge events. They were different but had the same message. They were both wonderful and were well received. She knows

several students that have received links to the chain reaction. She encourages parents to discuss this with their children.

Mrs. Rancourt stated the Dolphins swim team is holding tryouts. She has known Mr. Lempitsky for quite some time. He is an extraordinary young man and she congratulates him and wishes him well on this appointment. Enfield Park & Recreation will hold basketball signups on Friday. This tends to fill up rather quickly, so do not forget.

Mrs. Rancourt stated Dr. Schumann will hold a Listen & Learn event on October 2<sup>nd</sup> at Eli Whitney. The PTO meeting will be held at the conclusion of this event.

Ms. Hall stated many of you know that she tends to watch CTN. One of the reports discussed was on job opportunities in STEM Research for the future. There were representatives from UCONN, New Haven University, St. Joseph's and various employment groups. You do not need to have a Ph.D. in Physics to be employed in this area. UCONN is setting up a master's program that will support sciences working in labs in a relative short time. There are opportunities in CT for jobs.

Ms. Hall recommends going to [www.educationnation.com](http://www.educationnation.com) to see what is being recommended about education at every level. Since education and teachers have been under attack for a while, it would be worth listening to what the teachers have to say about this topic. Everyday a different topic is discussed. It is very interesting and it will broaden your outlook on many of the topics.

Ms. Hall stated NSBA brought to her attention a movie that is coming out "Won't Back Down". It is about a school reform in Pittsburg, PA. It is listed on their website where you can find talking points for this movie.

Ms. Hall gave Board members a copy from Education Week regarding BYOT (bring your own technology) to school. This looks at it from the students' point of view and familiarity with using their own devices.

Mrs. Szewczak stated she attended the Nathan Hale PTO meeting on Sept. 12<sup>th</sup> and saw confidence. The staff and students have settled in from last year and are adjusting to the new school system. They collect trash for cash and turn the box tops and labels into cash for the school. They will hold an event at Red Robin on October 4<sup>th</sup>. Dr. Schumann will hold community conversations at the schools. They will hold their next PTO meeting at 9:00 AM on October 10<sup>th</sup>.

Mrs. Szewczak stated we lost Mrs. Parakilas who was the principal at Nathan Hale. She received a text message from Mr. Fealy about her passing. He was at the airport and had a nice conversation with Mrs. Parakilas' daughter. This all ties into Rachel's Challenge. This one person has influenced so many people's lives. We are all capable of doing what Rachel did. We all have positive and negative influences. Mr. Fealy asked her to express the importance of what every person does and how you can affect someone positively.

FHS Student Representative Katie Saltzgeber agreed with Mrs. Szewczak. Rachel's Challenge was a huge success at Fermi. We all need to apply this positive message now. This was one of the most powerful and impactful things students have ever seen. We met afterward and came up with some ideas. In memory of the victims we would like to plant 13 trees. If you see a hurtful message about someone on facebook, we would go to that person and say positive things to them to reverse the negative message. The Junior Class President would like to turn this into a competition by creating a paper chain. Each link would represent an act of kindness. This is another way to reach out. Dr. Schumann will come to Fermi to talk with Sophomores, Juniors and Seniors about the way the school is being run.

Mrs. LeBlanc stated the first day of school was wonderful at Eli Whitney with Mrs. Ingalls. She attended the JFK PTO meeting. They are very active. The next meeting will be on October 4<sup>th</sup> after Dr. Schumann's Listen & Learn event. She attended the JFK curriculum night for grade 6 students and was impressed by the curriculum and the teaching teams. She also attended the Whitney

curriculum night which was equally impressive. Mrs. LeBlanc stated it was very nice seeing the cabinet out at the schools the first week of school. The feedback she has heard has been very positive.

Mrs. LeBlanc stated sports are back at JFK. It is nice to see the students supporting each other by attending the games. Parents are also there again supporting the students. Please come out and support the sports teams.

Mrs. LeBlanc attended the EHS Rachel's challenge event and was deeply moved by this. Our job as a Board is to keep this going. At JFK they are having the students reach out to other student they might not know with an act of kindness.

Mr. Johnson agrees with everyone's comments about reinforcing positive acts of kindness. This is very important. There have been some negative things said on Facebook and this is a phenomenal idea that he supports.

Mr. Johnson attended the Enfield Street PTO meeting. Last year was a transitional year for students. They have gotten into routines and they are working as a unit.

Mr. Grady attended the Parkman PTO and they discussed the Rachel's Challenge. The students are getting into the program and they are also receiving links. He attended the program at EHS and it was moving. He spoke with Mrs. Krieger and the students got together after and discussed combining the links to Fermi. This is a great idea. He would like us to send a thank you note to Mr. Kennedy for the presentation he gave. By the way the students are acting you can tell this is making an impact. Mr. Grady received a text message from his daughter and after attending the program he now knows why. Mr. Kennedy really reached the students.

Mr. Grady spoke with Mr. Longey and they are starting a facebook link and they are also twitter @ EHS Club. This is another way for the students to communicate.

Chairman Neville also attended the Rachel's Challenge. It was a moving event. He has never seen anything that has moved this many people. This has been taken a very positively. Mr. Coccia e-mailed us today that this is a two year program. He would like to know what additional costs will be needed if we want to continue with this. The message Mr. Kennedy delivered was very positive. He is curious to see how the clubs will proceed. This message is similar to Dr. Schumann's star fish message – one person can make a difference.

Chairman Neville also watched Education Nation as Ms. Hall mentioned. It was very powerful presentation so we can do this more positively.

Chairman Neville stated he would like the message of our iPad initiative to get out there. We have made a commitment and we need to sell this.

Chairman Neville stated he is looking for the Youth Vote events. Mrs. Zalucki stated they will be coming out next week. We were waiting for final confirmations.

Mrs. Szewczak stated the Town Council put forward funds for the Rachel's Challenge and Social Services is also doing work with this. They have resources we do not have. We should have a joint meeting on this with the Town Council.

Chairman Neville agrees with Mrs. Szewczak. We need to start discussing our budget needs.

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

- a. Student Mentoring Program – as presented

Dr. Schumann introduced Mrs. Scutt, our Mentor Program Facilitator. Mrs. Scutt stated the mentors

will start meeting with students in grades 3-5, 6-8 and 9-12. We are actively recruiting mentors. We will hold a training session on October 18<sup>th</sup>. If you need additional information please call 860-253-4737. We are looking for additional mentors to meet the needs of all of our students.

Ms. Hall asked about mentors in the K-2 schools. Mrs. Scutt stated the students in grades K-2 do not require as many mentors due to their developmental needs based on their age. Younger students cannot actively participate in the mentor/mentee relationship due to their age. We do have some students in K-2 that really have the need for a mentor. Since the reorganization, we have not been able to address their needs. This is an area we will look into this.

Ms. Hall asked how many mentors are needed. Mrs. Scutt stated we need around 8-10 additional mentors. Students are requesting mentors.

Mrs. Rancourt stated she works for Lincoln Financial and they along with other companies can receive tax credits for diversity. Maybe you can reach out to MassMutual and reach out to their HR department. They have a pen pal program that you might be able to benefit from.

Mrs. Scutt stated we currently partner with MassMutual and Webster Bank. We are hoping to develop additional contacts in the community.

Chairman Neville congratulated her for the work that you do. Students are devastated when a mentor cannot come. The students that have mentors do well in school. From personal experience, this works. He urged community members to get involved.

Chairman Neville thanked Mrs. Scutt.

b. Common Core Stated Standards – Review of ELA Standards – as presented

Dr. Schumann stated Ms. McKernan, our Chief Academic Officer is present to give us an overview for the Common Core State Standards.

Ms. McKernan reviewed the English Language Arts major shift for K-5 standards and grades 6-12 standards. She reviewed the key points for reading, writing, speaking and listening, and language. Collaboration with peers is needed. She reviewed Appendix A, B and C.

Mrs. McKernan reviewed the three Shifts. Building knowledge through content rich and nonfiction and information text for Shift 1 – why is it important; Shift 2 – citing evidence and Shift 3 – complex text and academic vocabulary.

These are areas that we will work with staff on during professional development to help the students meet the complex level that is needed to succeed in college. We will re-evaluate the texts that we are assigning students. These 3 shifts are needed for instruction, curriculum and assessments. By supporting the teachers to understand the shifts, we can align our curriculum to the common core standards, change our instruction to ensure these are imbedded so we can assess students in these manners.

Ms. McKernan stated this is a brief overview of the common core of standards.

Chairman Neville stated training the teachers will be ongoing. Will we be required to purchase additional materials as we go forward? Ms. McKernan stated we will need to evaluate this as we proceed. We will need to look at non-fiction textbooks for quality and quantity.

Chairman Neville likes the approach. How will you bring parents into this new change? Ms. McKernan stated the teachers and principals are still digesting this change. We need to work through the layers. It is important to get this message to the parents so they will know how to answer their children's questions. She has two children in the elementary grades and is using this to help her with this process. How do we explain this to parents so they will know how to help their

children? We can hold curriculum nights for parents. We will need to develop this.

Chairman Neville stated you can use E-TV as a way to get the information out. Parents need to be able to help their children. Ms. McKernan stated we need to educate everyone on these new standards. Parents are an important group that will also need to be educated.

Ms. Hall stated in the past we have focused on subjects that meant something to the students to get them to read. Will this be a big change for the students? Ms. McKernan stated there has been a focus on level text to get students to read. They are comfortable with this. We need to get the students to reach and stretch their comfort levels. We need to renew this emphasis to students.

Chairman Neville thanked Ms. McKernan. We need these sessions because we know we will be questioned by parents on this. We appreciate the good work you are doing. Thank you.

c. Listen/Learn Sessions – as presented

Ms. Hall stated Enfield Dial-a-Ride will provide transportation to Eli Whitney on October 2<sup>nd</sup>, on October 10<sup>th</sup> to Hazardville Memorial and on October 17<sup>th</sup> to Henry Barnard. Enfield Dial-a-Ride will be at the Angelo Lamagna Activity Center at 6:00 PM and at Thomas G. Alcorn at 6:10 PM. If you need transportation to attend these Listen & Learn events, call 860-272-6545.

Dr. Schumann added that all sessions are open to anyone.

- d. Columbus Day – as presented
- e. ITPC Minutes – as presented
- f. Grants Update – as presented
- g. Personnel Report – as presented

## **12. BOARD COMMITTEE REPORTS**

Ms. Hall stated the Curriculum Committee met on September 18<sup>th</sup>. They are still in the process of developing curriculum at this time. Over the summer, many groups worked to develop common core standards for Math, Student Success Plans, Engineering and English. The common core standards will change grade 11 English. The department chairs are working on this curriculum and hopefully it will be implemented next fall. Curriculum writing is ongoing and the work is not easy. The committees did an excellent job and additional work will need to be done during the school year in order for us to meet our timeline. The Board will need look at this. In the past we have eliminated teachers being out of the classroom. We will need some wiggle room in order to get the full curriculum developed and implemented as needed.

Chairman Neville stated you are referring to pulling teachers out of the classroom based on the timeline that is needed to implement the common core standards. There will also be a dollar amount that will be needed for substitutes. Ms. Hall stated that has been the basis for our objectives in the past primarily regarding money. Chairman Neville stated this is a real issue and we should look at some numbers for this. Ms. Hall stated that Ms. McKernan is in the process for developing this. She wanted to warn Board members about this.

Chairman Neville thanked Ms. Hall.

## **13. APPROVAL OF ACCOUNTS PAYROLL**

- a. **For the Month of July 2012/13**
- b. **For the Month of August 2012/13**
- c. **Line Item Transfers, if any**

This will be placed on the October 9, 2012 Regular Board of Education meeting agenda for Board approval.

**14. UNFINISHED BUSINESS**

**a. Policy Revision #2110 Superintendent Job Description – Second Reading**

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

**Discussion:**

Mr. Johnson reviewed the changes to policy #2110 Superintendent Job Description for a second reading.

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

**b. Policy Revision #2110.1 Purposes of Evaluation – Superintendent of Schools – Second Reading**

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

**Discussion:**

Mr. Johnson reviewed the changes to Policy #2110.1 Purposes of Evaluation – Superintendent of Schools for a second reading.

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

**c. Policy Revision #6156.2 Off-Site Computer Use by Staff – Second Reading**

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

**Discussion:**

Mr. Johnson reviewed the changes to Policy #6156.2 Off-Site Computer Use by Staff for a second reading.

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

**d. Policy Revision #9133 Committees of the Board – Second Reading**

Mr. Johnson moved, seconded by Mr. Grady that the Enfield Board of Education accepts the changes to Policy #9133 Committees of the Board for a Second Reading.

**Discussion:**

Ms. Hall has concerns with Section 1 lines 34-37. The Board has never had the need to do this and take action between Board meetings. If it was absolutely necessary, we would call a special meeting. She does not want to see a group of four Board members to be able to do this. She would like this stricken from the proposed changes.

Chairman Neville asked Dr. Schumann to explain the need for this proposed change. Dr. Schumann stated this language came from CABE and it allows the Executive Committee to take action in the event that the Board was unable to meet. This would not be something that would be used frequently. The Board could take advantage of situations as they arise or need to deal with a crises between regular Board meetings if needed.



Chairman Neville asked for Dr. Schumann to give an example. Dr. Schumann stated if a special student issue to make an exception to particular rules, special fundraising event at a school, if we wanted a special event at a school or if a team qualified for a special contest and needed to travel out of State that would require Board approval. Perhaps during the high school renovation if a decision needs to be made to move any red tape forward. This would allow the Executive Committee to move forward with any agenda item without a 24 hour notice.

Ms. Hall stated the Superintendent has the right to make decisions regarding field trips. He has reported to us on this in the past and has the authority to do so. As far as the construction for the high school renovation, the Building Committee will address any issues, not the Board of Education based on the examples presented.

Mrs. Szewczak stated her interpretation would be like what occurred last October. We would have been lucky to get four Board members together to make a decision on how the schools would be used providing if their cell phones worked.

Dr. Schumann stated a similar situation would be if we needed to change a calendar day for an emergency situation.

Mr. Johnson stated this doesn't happen often but he understands Ms. Hall's concern. The four people on the Executive Committee can do anything the entire Board can do. He understands when emergencies occur and a special meeting is needed quickly. There is a definite problem with this. The proposed changes do not mention emergencies.

Chairman Neville agreed that more parameters are needed. Last October we probably could not have gotten four Board members together. In his opinion, this would only occur in the need of an emergency and when there wasn't enough time for a special meeting.

Mr. Johnson is trying to think of what kind of an emergency this would be. We can have a special meeting within 25 hours. He would assume that at least five Board members would be available.

Chairman Neville stated he would never have thought what occurred last year was ever possible.

Ms. Hall stated during the October snow storm last year the Superintendent had the authority and closed the schools and the Town Emergency Department had the authority to use the buildings. She was extremely impressed by how this was handled and it did not require any special Board action to do any of this.

Mr. Johnson stated the only thing he remembers was the flood and fire at Enfield High. Ms. Hall added this was all covered by our insurance and did not require us to take any action on this. Mr. Johnson added the superintendent has the authority to spend money if needed in a case of an emergency. It is not a lot of money. This could become problematic.

Mrs. Szewczak also sees what both Mr. Johnson and Ms. Hall are saying. She does see a need and likes the wording for emergency situations for when a full Board cannot meet within 24 hours to make it a legal meeting. Should an emergency meeting be called and at least the four Executive Committee members should be present. It will give us a stop-gap protection in case something happens.

Mr. Johnson stated the leadership is not a quorum we do not have the ability to conduct business as a Board.

Chairman Neville asked how does this fit with CAGE and the point that Mr. Johnson is raising.

Dr. Schumann stated it is just like Mrs. Szewczak mentioned. It is added language in the event a quorum is not available. The Executive Committee would meet within 24 hours for an emergency

situation to take action if needed. A quorum has not been an issue historically. We can adjust the language here to address this if the Board wishes.

Mr. Grady stated that each side of the Board leadership can contact its members if a problem arose to get their opinions. You would be able to get a consensus from your caucus.

Mr. Johnson stated that is the issue. If you can get someone on the phone, they can attend the meeting. Dr. Schumann stated there is a good chance that this language was crafted prior to a lot of the technology we currently have.

Mr. Johnson stated we can talk to people in many different ways. Mr. Grady stated the only way would be if there was no power. Mr. Johnson does not like the precedent this would be setting. Technically, four people could meet in the parking lot and make a decision for the Board.

Chairman Neville stated that would not happen. He asked how Board members would feel about taking that one sentence out on lines 34-37.

Mr. Johnson asked if we want to pass this policy tonight. If we postpone this we could wordsmith this a bit by adding some basic requirements like a National or State Emergency. Chairman Neville stated by adding in parameters is one way. Ms. Hall suggests deleting that sentence. Mr. Johnson would be fine either way.

Ms. Hall can understand why this was there from a CAFE point of view. Not every Board meets every two weeks. Some Boards meet once a month and not during the summer months or December. We meet frequently and also hold special meetings. This does not apply to us.

Chairman Neville asked us to mark these line numbers and continue with the policy to see if there are any other line items that need to be addressed.

Ms. Hall asked about Policy #8341 Meetings not being on the agenda. Chairman Neville stated that he made the decision to postpone that policy until the next Board meeting. We were unable to contact Mr. Fealy regarding a question he had concerning this policy.

Ms. Hall asked about line #103. She would like the word studies changed to reviews.

Ms. Hall asked about lines #109-110. She is questioning like responsibilities. Mrs. Rancourt added like activities are like the robotics club. Mr. Johnson stated we can rephrase this to recommends budget changes for extra-curricular and co-curricular activities. Ms. Hall believes this should be part of the student issues committee than the curriculum committee.

Dr. Schumann stated the curriculum committee will deal with the 6000 series policies. This could be with the 5000 series and the student issues. He agrees with Mrs. Rancourt with this line dealing with clubs and co-curricular activities and should be discussed at the curriculum level since they are semi academic clubs.

Chairman Neville stated we have a robotics club. We are furthering our curriculum by having these clubs and they need to be under someone's direction. Ms. Hall suspects this may be old if it is coming from CAFE and may not have been recently updated.

Chairman Neville asked if this should fall under one of our committees. Ms. Hall stated it has been up to the schools. Dr. Schumann added it could remain under the direction of the administration and Academic Officer. Mrs. Szewczak stated if it is under the Academic Officer it should go under curriculum.

Chairman Neville stated we have gone in a circle with this. He asked Ms. Hall if she is comfortable leaving it. Ms. Hall is not sure that it fits here.

Mrs. Szewczak stated this is something we should be doing. It should go under the Academic Officer.

Mr. Johnson would go with the recommendation of the committee to leave it in. We can also look at it again. Ms. Hall stated leave it in and if there is a concern it can be brought to the committee for a policy change.

Ms. Hall stated we are describing the committees and will experiment with it. Mr. Johnson asked if you would like to write up your own description for the curriculum committee. Ms. Hall stated she is happy to work with this. If she finds it too restrictive she will make a recommendation.

Chairman Neville stated we will leave this in for now.

Ms. Hall has some questions with the Finance and Budget Committee. Mrs. LeBlanc stated lines 141-143 are what Ms. Hall is questioning. The Board as a whole works on the budget not just the Budget Committee. The past budget season, we did not meet individually to discuss this. We would discuss items but not the budget.

Ms. Hall stated we have moved away from a long end of year transfer report which is mentioned here. We have made transfers as they were needed throughout the year.

Mrs. LeBlanc stated it is mentioned on line 149 annual transfer report. Ms. Hall stated this is what we have been trying to avoid doing. Mrs. LeBlanc stated this was not done at our last meeting in June. It is done on a monthly basis.

Mrs. Szewczak stated we zero out at the end of the year.

Ms. Hall asked when we would need a special internal audit. Mrs. LeBlanc stated if we questioned an item like supplies we could audit a school.

Chairman Neville stated we are not sure how we will develop our budget. His thought was to talk about this with the Executive Committee. Mr. Grady stated we can still get together and make recommendations. That is what these committees are for.

Mrs. LeBlanc stated this implies that we would work on the preparation for the budget. We talk about it but we do not set the budget. Mrs. Szewczak stated we set the timeline for the budget.

Chairman Neville asked if this section is also from CAFE. Dr. Schumann stated it is. This is for the Board's budget not the district's budget. He can see the Board's interpretation of this.

Chairman Neville did not see it that way. He was looking at it for the District's budget not the Board's budget. He sees the entire Board in the budget process. We can start the budget in the Executive Committee. The Finance Committee can analyze it and involve other committees as needed. It should then go before the entire Board.

Chairman Neville would recommend taking out lines 141-143.

Mr. Johnson would prefer to discuss this policy further at a policy meeting.

Ms Hall stated if we pass this there will no longer be a policy committee. If we postpone this, we will still have a policy committee. Chairman Neville stated there is language here that needs to be cleared up based on the way we do business.

Mr. Johnson stated there is a lot here that needs to be addressed and does not want to skim over it. He would prefer to look at this again. He does not want any ambiguity here. There should only be one way to interpret a policy.

Mrs. Szewczak sees Mr. Johnson's concerns and it is important that we have descriptions. Working

on the requirements for each committee is important.

Mrs. Rancourt agrees that we should wait or table this policy until the next Board meeting. This should be brought back to the committee for further review.

Chairman Neville stated the appropriate thing to do would be to table this policy until the October 9<sup>th</sup> Board meeting. We should have a policy meeting before the next Board meeting to discuss this further.

Mr. Johnson requests that the chairs from the various committees attend this policy meeting so we can discuss this policy further.

Mr. Grady asked if the entire policy will be discussed. Mr. Johnson would like to look at the entire policy.

Chairman Neville agrees and we can use these items as starting points for our discussion. He would like this to be placed on the October 9<sup>th</sup> Board meeting for a second reading.

Mrs. Szewczak stated just because we don't do it now doesn't mean that we shouldn't be doing it. This is an important thing to keep in mind. Chairman Neville agreed.

Mrs. Szewczak moved, seconded by Mr. Grady that the Enfield Board of Education table the second reading of this policy until the October 9, 2012 Board meeting.

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

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

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

**Discussion:**

Mr. Johnson reviewed the changes to Policy #9368 Order of Business and Board of Education Meeting Conduct for a second Reading. He has concerns with the new order. He has heard from several constituents by phone and by e-mail regarding the proposed changes to the policy. Moving the audience portion of the meeting down on the agenda is a major concern.

Chairman Neville asked Mr. Johnson to refer to the line numbers. Mr. Johnson is referring to line #11 of our existing policy. He would like to only move the Superintendent's Report to earlier in the meeting prior to Audiences and progress downward on the agenda instead of making all of the other changes.

Ms. Hall stated that needs to be clarified. Chairman Neville agreed.

Chairman Neville stated Audiences has been moved to Item #11 and the Superintendent's Report has been moved to Item #10. Mr. Johnson wants to know why we are postponing the audience portion on the agenda.

Mr. Grady stated we are giving the audience members a chance to listen to what is going on and to hear from the Superintendent so they can comment on his report if needed. We are doing the audience a favor by allowing them to hear this prior to them addressing the Board. He believes that was Dr. Schumann's intent.

Chairman Neville stated in most cases the Superintendent's Report is around five minutes.

Mr. Johnson stated that depends on what Dr. Schumann is planning to discuss. He has Board Guests in his report like what was done tonight.

Mr. Grady stated our Chief Academic Officer presented information to the Board and it would have given audience members an opportunity to comment on it if they wanted to.

Mr. Johnson stated you would rather make the audience members stay later to address the Board. You have added an extra half an hour to the meeting.

Mr. Johnson would like audience members to be able to come to the Board meeting, make their comments and leave. This way they can get home at a reasonable time to be with their families.

Chairman Neville stated our Board member comments held us up tonight.

Mrs. Szewczak stated if we move the Superintendent's Report up on the agenda before Audience participation something like the curriculum item would go under new business. That was the discussion we had. Ms. Hall agreed with Mrs. Szewczak.

Dr. Schumann stated if the Board was discussing new curriculum it would not have been included in Ms. McKernan's report. Her report was more informative. The Board did not need to work on anything from Ms. McKernan's report.

Mrs. Szewczak stated in order for this to work this would need to go under new business. We are headed towards a situation where we will have an early audience participation and one later on the agenda.

Chairman Neville suggests moving Items #7, 8 and 9 down on the agenda after Board Members' Comments. This will move the Superintendent's Report to Line #7 and Audiences to Line #8. This would address your constituents concerns.

Ms. Hall asked if that is where you want to place those items at the end of the meeting. Chairman Neville stated not everyone is a night owl. Moving these items up on the agenda when we are more awake and alert is a better idea.

Ms. Hall suggested tabling this item also. Chairman Neville stated if we can settle this now, let's do this now.

Chairman Neville stated we can juggle these items forever. We are trying to address Mr. Johnson's concerns.

Mr. Johnson stated his concern is the Board member's comments will be virtually the last item. Chairman Neville stated based on what he said the three numbers he mentioned would be placed after Board member comments. He thought we were addressing your concerns regarding audiences not Board member comments.

Mr. Johnson stated Board Member Comments is also a concern. They can receive a response from Board members at this time and they will need to wait for a response. Chairman Neville stated they may not receive any responses from Board members either.

Mr. Johnson would like to table this item.

Ms. Hall stated every time we change these items, someone is going to want to change something. We need to have some comparisons just like we did with calendars in the past.

Chairman Neville asked Board members if they would like to table this item or move forward with the changes.

Mrs. Rancourt agrees with moving the Superintendent's Report and Audiences up on the agenda. The Superintendent's Report clarifies a lot of issues.

Mr. Johnson stated the Board Members Comments are being moved toward the end of the meeting. He would like Board Members Comments moved to before Unfinished Business this way we can address any audience member questions.

Mrs. Szewczak stated no matter what we do, we will not make anyone happy. She likes the Board Member Comments at the end of the meeting. Our comments should be more than just what we did during the week. When the Superintendent brings us items, she would like to see this worked into New Business more.

Chairman Neville asked if that seems reasonable. Mrs. Rancourt stated like SchoolMessenger. Mrs. LeBlanc stated they were a Board Guest. Chairman Neville stated we needed to act on it under New Business.

Mrs. Rancourt stated tonight audiences members spoke about other issues. Mr. Johnson stated he has been at Board meetings were they have addressed items on the agenda. Mrs. Szewczak stated they can go home and watch the Board Member Comments from home.

Mr. Grady is ready to vote. We need to get business done. Mrs. LeBlanc is also ready to vote on this.

Chairman Neville stated for clarification we are moving up Item #7 Superintendent's Report, #8 Audiences, #9 Unfinished Business and will move Approval of Minutes, Approval of Accounts and Payroll and Correspondence & Board Communications to after Board Member Comments.

A vote by **roll-call 4-3-0** passed with Mr. Johnson, Mrs. Szewczak and Ms. Hall in dissent.

**15. NEW BUSINESS** - None

**16. EXECUTIVE SESSION**

Mrs. Szewczak moved, seconded by Mr. Grady that the Enfield Board of Education enters into Executive Session for Matters Related to the Superintendent's Evaluation at 10:03 PM.

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

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

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

**17. ADJOURNMENT**

Mr. Grady moved, seconded by Mrs. Szewczak to adjourn the Regular Meeting of September 25, 2012.

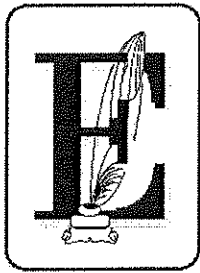
All ayes, motion passed unanimously.

Meeting stood adjourned at 10:35 PM.

Donna Szewczak  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary



## Enfield Youth Vote Events...

### Meet the Candidates Night

Date: **Monday, October 22**

Time: **6:30 – 8:00**

Location: **JFK Middle School Cafeteria**

This is your opportunity to become an informed voter. Those attending will be able to personally speak with the candidates and have their questions answered. There are no presentations.

The following candidates are among those who will be attending:

#### Connecticut 7<sup>th</sup> Senate District

- John Kissel (R)
- Karen Jarmoc (D)

#### Connecticut 58<sup>th</sup> Assembly

- Tom Sirard (R)
- David Alexander (D)

#### Connecticut 59<sup>th</sup> Assembly

- Joe Bosco (R)
- David Kiner (D)

**Dean Petrucelli; Principle/Architect, Silver Petrucelli and Associates and Dr. Arthur Pongratz; Consultant for the Town of Enfield** will be available to answer questions you may have about **Referendum Question 1** on this year's ballot; pertaining to the expansion and renovation of Enfield High School.

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### 7<sup>th</sup> Senate and 58<sup>th</sup> and 59<sup>th</sup> Assembly Debate

Date: **Tuesday, October 30**

Time: **7:00 PM**

Location: **Enrico Fermi High School Auditorium**

**This debate is being organized and conducted by Enrico Fermi students with the support of the Social Studies Department as part of the Enfield Youth Vote.**

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### U.S. District 2 Congressional Debate

Date: **Thursday, November 1**

Time: **7:15 PM**

Location: **Enfield High School Auditorium**

#### Candidates attending:

- Representative Joe Courtney (D)
- Paul Formica (R)
- Daniel Reale (L)
- Colin Bennett (G)

**This debate is being organized and conducted by Enfield High School students with the support of the Social Studies Department as part of the Enfield Youth Vote.**

**All Youth Vote events are free and open to the public.**

2012 - 2013 OFFICIAL ENROLLMENT - OCTOBER 1, 2012

Grade	Primary Schools										Intermediate Schools								Secondary Schools			TOTAL		
	Head Start	Barnard		Enfield St		Hale		Memorial		PK-2 Subtotal		Crandall		Parkman		Whitney		3-5 Subtotal		JFK	EHS		Fermi	
		Tchr	Pupil	Tchr	Pupil	Tchr	Pupil	Tchr	Pupil	Tchr	Pupil	Tchr	Pupil	Tchr	Pupil	Tchr	Pupil	Tchr	Pupil					
PK	104							8/4	87	8/4	191												191	
KH		6/3	116	6/3	93	4/2	63	6/3	103	22/11	375												375	
KF		1/1	18		1		3			1/1	22												22	
1		7	121	5	102	4	71	5	101	21	395												395	
2		6	130	5	104	5	84	5	90	21	408												408	
3					2						2	6	140	6	103	6	132	18	375				377	
4												6	138	6	122	6	133	18	393				393	
5							1				1	6	148	6	134	6	131	18	413				414	
Elementary	104	17.0	385	13.0	302	11.0	222	17.0	381	58	1394	18	426	18	359	18	396	54	1181				2575	
6																				369			369	
7																				403			403	
8																				376			376	
9																					214	281	495	
10																					166	216	382	
11																					195	254	449	
12																					152	237	389	
Secondary																				1148	727	988	2863	
TOTAL	104		385		302		222		381		1394		426		359		396		1181		1148	727	988	5438



October 5, 2012 Hartford Courant On-Line Article

By HILLARY FEDERICO, [hfederico@courant.com](mailto:hfederico@courant.com) The Hartford Courant  
7:07 p.m. EDT, October 4, 2012

## St. Mary's School Deploys iPads

### Educators Say Technology in the Classroom Encourages Independent Learning, Decreases Bulk

SIMSBURY—

At first glance, it could have been any other first-grade class: Teacher Sheri Jehnings held up a book, read a passage, and told her students to illustrate and record a response.

But instead of fanning out to desks or grabbing markers and paper, the first-graders pulled out their sleek new iPads, opened Educreations and began tapping out their thoughts on the screen.

When you peek into the classrooms at St. Mary's School, students aren't lifting backpacks weighted down by books or worrying about whether they left their homework at home. Instead, the 225 kindergarten through eighth graders, traded in their textbooks, notebooks and planners for iPads they use to receive and complete school assignments.

"We think of [the iPads] as just another tool in their toolbox," said Marie Gannatti, principal of St. Mary's School, the Farmington Valley's only Catholic school for grades K-8. "They are absolutely digital natives. The adults are immigrants to this world, but these kids don't know a world without it."

The decision was made in February after Father William Metzler, former pastor at St. Mary's, along with the facility's school board conducted a review of the current educational structure. They began asking how the school could begin making learning more relevant for students in the digital age.

Money raised from the school's silent auction this year helped fund the project, allowing St. Mary's officials to explore other schools' implementation of a similar technology plan. Working closely with representatives from Apple, the school installed an wireless network, a Lightspeed "Rocket" appliance to provide safe Internet browsing for all students and set up email addresses for all students and staff.

"These children embrace it," Jehnings said. "They've gained more self-confidence because it's a different mode of transportation [for learning]. It appeals to all the different learners and learning styles."

Over the summer, St. Mary's hosted four professional development sessions, held an informational session for parents and launched an **iPad** blog to keep the roughly 15 communities the school serves up to date on the implementation.

"It was brave; kind of outside-the-box thinking," said David Carter, president of the St. Mary's school board. "It was kind of bold to be doing this when no one else around us is."

"It's a lot better because you don't have to lug around a ton of books," said eighth-grader Gabriela Doskos, who was engaging in enrichment exercises Thursday in teacher Gina Raymond's math class.

"You don't forget your homework as much, either," said Ally Volker, also in eighth grade.

Across the hallway, seventh grade students Catherine Sullivan and Christopher Furtuoso were taking photos of rocks with their iPads for a science presentation.

"It's a lot easier," Sullivan said. "When we only had paper and a pencil to do our homework, you had to go on the Internet, then save your project to a flashdrive, then print it out and remember to bring it to school the next day. Now, everything's in one place."

The school-owned devices, which generally retail for about \$399 to \$699, do come with some limitations for students, including restrictions on access to the App Store. But all devices are equipped with programs or "apps" for use during lessons and for homework, and they are updated regularly, according to Donna Hatch, Apple coordinator at St. Mary's School.

Apple officials say they know of more than 600 school districts that have launched "one-to-one" programs, in which at least one classroom has integrated iPads into lesson plans, according to the Associated Press.

New programs are being announced on a regular basis, too. Just last month, school board members unanimously approved a technology plan that will give sophomores and freshmen at Glastonbury High School iPads at the start of the next school year. Brookfield High School has also moved toward iPad use.

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# ENFIELD BOARD OF EDUCATION

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October 5, 2012

Ms. Jenny Zurek  
Rachel's Challenge  
7901 Southpark Plaza  
Suite 210  
Littleton, CO 80120

Dear Ms. Zurek:

I am writing to you on behalf of the entire Enfield Board of Education and the greater Enfield community to express our thanks and appreciation for the Rachel's Challenge program which was conducted in our schools in September. We found them to be incredibly moving and inspirational. The members of the Board and I have received numerous positive comments from staff, parents, students and other town officials and residents. We all believe this program will have a positive influence on our school culture and will bring us closer together as a community.

We would also like you to express our deepest gratitude to Mr. Jim Kennedy who was the presenter of the program here in Enfield. Mr. Kennedy's presentations were outstanding! His ability to read his audiences from third grade to twelfth grade and everything in between along with faculty, community members and parents was remarkable. We are sure the Rachel's Challenge program has many fine presenters. However we believe Mr. Kennedy is a gifted presenter whose abilities matched perfectly with our community. We therefore, attribute the overwhelming success of the program largely in part to his ability and the quality of the presentations he gave to our community. Please thank him on our behalf.

Given all of the challenges we face as a society and as individuals, we are thankful to you for creating and making available such a powerful program. We will continue to build on the good work that was started in September and know this will lead to a much more positive future for all individuals in our community.

Sincerely,

Timothy Neville, Chairman  
Enfield Board of Education

cc: BOE Members

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**STANDING COMMITTEES OF THE BOARD**

**9133.**

The Board of Education shall maintain four Standing Committees in the areas of Finance, Policy Review, Curriculum and Technology.

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

The Chairperson of the Board shall appoint committee membership and shall be an ex officio member of each committee.

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

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

ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT

**STANDING COMMITTEES OF THE BOARD**

9133.

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

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

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

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

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

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

**The Executive Committee shall be composed of the Board of Education Chairperson and three other members of the Board constituting an equal representation from both major parties and when possible include all officers of the Board. The Chairperson of the Board shall be chairperson of the Executive Committee and shall appoint a secretary. The Superintendent shall be the Leadership Cabinet liaison to the committee. The minutes of the meetings of the Executive Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the Executive Committee since the last meeting of the Board shall be reported to the Board.**

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

**Other responsibilities may include but limited to:**

101 **Recommends an evaluation system for various categories of personnel;**

102 **Implements the Superintendent's evaluation program;**

103 **Appoints the Chairpersons of the negotiating teams;**

104 **Recommends salary annually for the supervisory and confidential personnel;**

105 **Reviews staffing requirements as necessary;**

106 **Reviews position descriptions and functional requirements as necessary;**

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

108 **Represents the Board in liaison sessions with the faculty and bargaining units;**

109 **Reviews and recommends policy changes for any policies not assigned to other standing committees of the Board.**

110 **Recommends action to the entire Board that the committee deems appropriate for the Board to consider.**

## 111 **Section 2: Curriculum Committee**

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

113 **Other responsibilities may include but not limited to:**

114 **Conduct or coordinates curriculum studies undertaken by the Board;**

115 **Reports to the Board on the status of the curriculum and suggest area in need of study;**

151 **Studies and reports on student progress and on standardized test results;**

152  
153 **Reviews and recommends textbook usage and purchase;**

154  
155 **Evaluates curriculum in view of school population trends;**

156  
157 **Recommends budget changes in view of curriculum developments;**

158  
159 **Assumes like responsibilities for extra-curricular and co-curricular activities.**

160  
161 **Section 3: Student Issues Committee**

162  
163 **The chairperson of the Student Issues Standing Committee shall appoint a**  
164 **secretary for the committee. The Deputy Superintendent shall be the**  
165 **Leadership Cabinet liaison to the committee. This committee shall review**  
166 **matters affecting students of the District, normally those not relating to the**  
167 **academic program, consider proposals on such matters, report and provide**  
168 **recommendations thereon to the Board as may be required.**

169  
170 **Other responsibilities may include not limited to:**

171  
172 **Reviewing Fundraising Policies;**

173  
174 **Reviewing Public Relation Policies;**

175  
176 **Reviewing the Transportation Policies;**

177  
178 **Hearing appeals concerning school transportation and making**  
179 **recommendations to the entire Board for their official action;**

180  
181 **Recommends actions to the entire Board regarding any issue related to**  
182 **students that the committee deems appropriate for the Board to consider.**

183  
184 **Section 4: Finance Committee**

185  
186 **The chairperson of the Finance Committee shall appoint a secretary for the**  
187 **committee. The Chief Finance Officer of the District shall be the Leadership**  
188 **Cabinet liaison to the committee. This committee shall be concerned with**  
189 **periodic reviews of the actual expenditures as compared to the budget. The**  
190 **committee shall offer recommendations regarding accounting procedures and**  
191 **alternative expense saving suggestions. The committee will insure an audit**  
192 **annually and report to the Board of Education when it is completed. The**  
193 **committee shall monitor the fiscal activities of the school district, including**  
194 **reviewing the monthly financial statement and annual end of year transfer**  
195 **report, and shall review and make recommendations concerning the annual**  
196 **audit.**

197  
198 **Other responsibilities may include not limited to:**

199  
200 **Recommends special internal audit needs;**

201

202

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

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204

205 **Adopted: November 25, 1997**

206 **Revised: October 22, 2002**

207 **Revised: February 12, 2008**

208 **Revised:**



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 7:30 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 11:00 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**

ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT

**MEETINGS**

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- Policy Revised: December 11, 2007**
- Policy Reviewed: February 24, 2009**
- Policy Revised:**

ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT

ATTENDANCE POLICY: K-12

5113

Research and studies have demonstrated that regular attendance is a key factor in the success a student achieves in school. Much of what a student learns deals with facts, concepts, and theories that are presented and discussed in class every day. In addition, other learning processes take place each day that are vital to a student's overall growth and education.

Connecticut State law requires Public Schools to provide parent(s)/guardian(s) with written notice of their obligations under Connecticut General Statute §10-184. This law provides that each parent(s)/guardian(s) or other person having control of a child seven years of age and older and under eighteen years of age, is obligated to cause the child to attend school regularly during the hours and terms the public school is in session. Failure to comply with Connecticut General Statute § 10-185 requirement is punishable each day by a \$25.00 fine.

It is the position of the Board of Education that mandatory attendance by students is required. Furthermore, the Board of Education requires that accurate attendance records be kept for every child. The following school attendance procedures for grades K to 12 have been developed to encourage students and parent(s)/guardian(s) to minimize absences in order to gain maximum benefits and success from daily classroom activities.

GRADES K-8

**I. Attendance to School**

Students in grades K-8 are required to attend school that provides service to their assigned school district based on the student's legal residence. No exceptions are to be granted by any administrator or the Superintendent of the Enfield Public School System.

A. Absences-Excused

1. Whenever a student is absent from school, a parent(s)/guardian(s) must notify the school by telephone on the morning of the absence. The school will call the home of any absentee or may involve the school attendance officer if the school has not been notified the day of the absence.
2. Absences may be excused for the following reasons:
  - a. Illness;
  - b. Death in the family;

- c. Medical/professional/legal appointments which cannot be made before or after school hours;
- d. Religious observances;
- e. Any other reason, which the school principal deems valid.

Please Note: **While the above stated reasons for absences are classified as excused, they will count toward the total number of absences in any school year.**

- 3. Students participating in a school-sponsored activity/program will be considered present for attendance purposes.
- 4. Family vacations are discouraged during the school year.

**B. Absences-Unexcused (Truancy)**

- 1. Students who stay out of school for an entire day without parental or school consent are considered truant.
- 2. Parent(s)/guardian(s) will be notified by mail by the school administration when a child has five (5) or more unexcused absences.
- 3. Each school will conduct regular attendance committee meetings with the district attendance officer in accordance with Connecticut General Statute § 10-198a,b,c to discuss truancy/attendance issues and possible intervention strategies/agencies.
- 4. Students who are not achieving to their potential and have fifteen (15) or more absences in June, will become part of the *at risk* list for the following school year.

**II. Early Dismissal from School**

Any dismissal from school can only be authorized by the school office or building administrator(s). Parent(s)/guardian(s) that wish their child to be dismissed early should send the student to school with a signed note stating the time of dismissal. This note should be presented to the school administration before homeroom period on the day of the dismissal. Parent(s)/guardian(s) are to sign out their child in the main office. For the protection and safety of the student, dismissals are routinely made only to the parent(s)/guardian(s) of that student. If there are special circumstances that necessitate someone other than the parent(s)/ guardian(s) to pick up the student, their name should be stated in the dismissal note.

**III. Tardy to School**

Tardy to school is defined as a student that enters the school building after the start of the school day or homeroom period. Ensuring that a student arrives to school on time is a parental responsibility. If a student arrives late to school, they need to report to

98 the school office/housemaster's office to sign in. The student needs to bring a signed  
99 note from a parent(s)/guardian(s) to explain their tardiness. Each time an unexcused  
100 tardiness to school occurs, the student will be assigned a demerit in grades seven and  
101 eight.

## 102 GRADES 9-12

103  
104  
105 Since the classroom is the primary area where most learners experience the  
106 acquisition of knowledge, it becomes apparent that attendance in class is a valid,  
107 reasonable requirement. It is the position of the Board of Education that mandatory  
108 attendance by students is required. The following attendance procedures have been  
109 developed to encourage students and parent(s)/guardian(s) to minimize absences in  
110 order to gain the maximum benefits from daily classroom activities. Students who fail  
111 to meet their responsibilities may lose course credit.

### 112 **I. ATTENDANCE TO SCHOOL**

#### 113 **A. Absences/Tardies – Excused**

- 114  
115  
116  
117 1. Whenever a student is absent from school, a parent(s)/guardian(s) must  
118 notify the school by telephone on the morning of the absence. A note signed  
119 by the parent, guardian, medical professional or similar authority is also  
120 acceptable. If neither of the above is provided, the absence will be classified  
121 as unexcused.
- 122  
123 2. Absences/tardies may be excused for the following reasons:
- 124  
125 a. Illness;  
126 b. Death in the family;  
127 c. Medical/professional/legal appointments which cannot be made after  
128 school hours;  
129 d. Religious observance;  
130 e. Any other reason which the Principal deems valid.

131  
132 **Please Note: While the above stated reasons for absences are classified as**  
133 **excused, they will count toward the total number of absences when**  
134 **determining course credit. Suspensions from school do not count**  
135 **towards the total number of absences for loss of credit.**

- 136  
137 3. Family vacations are discouraged during the school year.  
138 Parent(s)/guardian(s) and students should be aware that school days  
139 missed as a result of family vacations will be included in the attendance  
140 requirements for each course.
- 141  
142 4. Students who are participating in school sponsored activities will be  
143 considered present for attendance purposes.  
144

- 145 5. Students who exceed ten (10) absences in semester courses, and twenty (20)  
146 absences in yearlong courses, will lose full course credit.  
147
- 148 6. The school administration will notify parent(s)/guardian(s) by mail as  
149 follows:  
150
- 151 a. Semester Courses: 5<sup>th</sup> absence – warning  
152 11<sup>th</sup> absence – loss of credit  
153
- 154 b. Yearlong Courses: 10<sup>th</sup> absence – warning  
155 21<sup>st</sup> absence – loss of credit  
156
- 157 c. At the time of notification, the student will be required to date and sign  
158 the warning/loss of credit sheet, indicating the impact of the student's  
159 attendance on his/her credits. Notification may be sent home unsigned  
160 if the student's absenteeism prevents the student from signing the  
161 notification in a timely manner. Students who lose credit as a result of  
162 this policy, will be given an opportunity to appear before an Appeals  
163 Committee.  
164

165 The intent of this policy is not to say that a certain number of absences from school or  
166 a course are acceptable or allowable.  
167

#### 168 B. Absences - Unexcused (Truancy) 169

- 170 1. Students who stay out of school for an entire school day without parental or  
171 school consent are considered truant.  
172
- 173 2. After each truancy, the student will receive a written notification of possible  
174 loss of course credit in accordance with the following procedures:  
175
- 176 a. Upon the student's first truancy from school or from an individual class,  
177 the student shall be issued a written warning that an additional truancy  
178 from school or from the specified class, will result in a loss of  $\frac{1}{4}$  credit in  
179 any classes from which the student was truant. The student shall be  
180 required to sign this notification. Notification may be sent home unsigned  
181 if the student's absenteeism prevents the student from signing the  
182 notification in a timely manner. The student shall be provided a copy of  
183 this notification. Additional copies shall be maintained in the student's  
184 records.  
185
- 186 b. Upon the student's second truancy from school or from an individual  
187 class, the student shall be issued a written notification that he/she has  
188 lost  $\frac{1}{4}$  credit in any classes from which the student was truant. The  
189 student shall be required to sign this notification. Notification may be  
190 sent home unsigned if the student's absenteeism prevents the student  
191 from signing the notification in a timely manner. The student shall be  
192 provided a copy of this notification. Additional copies shall be maintained  
193 in the student's records.

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c. A similar pattern of warnings and credit losses will be followed for subsequent truanancies. A third truancy from school or from a specified class will result in a warning for potential loss of credit. A fourth truancy from school or from a specified class, will result in an additional loss of credit.

3. These absences will also count towards the total number of absences under the attendance policy.

4. Students will receive a zero (0) for all schoolwork on the day of truancy.

#### C. Homeroom

1. All students are to report immediately to homeroom upon entering the building.

2. Students arriving after the completion of homeroom must report to the Assistant Principal's office before being admitted to class.

3. Tardiness to homeroom or failure to sign in with the Assistant Principal's office when arriving on school property after the completion of homeroom shall result in disciplinary action.

#### D. Participation in After School Activities

1. Students who are absent from school will not be allowed to participate in any after school activity on the day of the absence.

2. Students absent on Fridays will not participate in Friday or weekend events.

3. At the discretion of the building principal, or the principal's designee, tardy students who have established a pattern of tardiness, may be suspended from after school activities for that day.

a. A pattern of tardiness shall be defined as three or more unexcused tardies in a given marking period.

b. Students who have established a pattern of tardiness are to be warned that continued tardiness would result in suspension from after school activities before such suspensions are to take place.

c. Students suspended from after school activities on Friday, will not participate in Friday or weekend events.

d. The decision of the building principal, or the principal's designee is final.

e. The principal or the principal's designee is to notify the student's coach or activity advisor of such a suspension.

244 **II. CLASS ATTENDANCE**

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A. Tardiness to Class

1. Excused Tardies to Class

- a. Students who arrive late to class are expected to obtain a pass from another teacher, excusing their tardiness.
- b. Students have up to 24 hours to secure an official pass for the tardiness; otherwise it will be considered an unexcused tardy to class.
- c. Students who arrive to class after the mid-point of the period with a pass, will be charged with an absence.

2. Unexcused Tardies to Class

- a. Unexcused tardies to class will be treated as part of the attendance policy.
- b. Every two (2) unexcused tardies will be the equivalent of one (1) absence from class and will be included in the total number of absences that cannot be exceeded in order to gain course credit.
- c. Students who arrive to class after the mid-point of the period without a pass excusing their tardiness, will be charged with an unexcused absence.
- d. Students will be subject to disciplinary action for each unexcused tardy in the form of teacher detention, office detention or possible suspension from school.
- e. Teachers will notify parent(s)/guardian(s) when a student is developing a pattern of habitual tardiness to class.

B. Unexcused Absences from Class

- 1. Students who deliberately miss class will be subject to disciplinary action in the form of administrative detention and possible suspension from school.
- 2. Students will receive a zero (0) for all schoolwork missed.
- 3. Unexcused absences from class will result in possible loss of course credit in accordance with Section I, Part B, Item 2.
- 4. These absences are also included in the total accumulated per class.

C. Dismissals from School



- 293 1. Included here are classes missed when a student has an early dismissal.  
294 The only acceptable reasons for leaving school early are those stated in the  
295 section dealing with excused absences from school.  
296  
297 2. Dismissals from class due to activities such as field trips, band lessons, and  
298 other school sponsored activities, will not count towards the total number of  
299 course absences.  
300

### 301 **III. APPEAL PROCEDURE**

302

- 303 A. Any student who has lost credit as a result of any portion of the attendance  
304 policy may request from his/her Assistant Principal, a hearing for the purpose of  
305 restoring the credit.  
306  
307 B. The student will meet with his/her guidance counselor and submit a written  
308 explanation for the reason(s) why the credit should be restored.  
309  
310 C. The completed request form is to be returned to the student's Assistant  
311 Principal no less than five (5) school days before the end of the quarter. Appeals  
312 filed after that date; will not be heard unless the student was notified of his/her  
313 loss of credit after that date. In such cases, students are to file their appeals to  
314 the Appeals Committee during that quarter.  
315  
316 D. An Appeals Committee will meet at least quarterly. The voting members of the  
317 Appeals Committee will consist of an administrator, a guidance counselor (or a  
318 neutral teacher), and a neutral teacher.  
319  
320 E. The Appeals Committee may re-instate credit for absences in excess of ten (10)  
321 for semester courses, twenty (20) for yearlong courses, or for unexcused  
322 absences.  
323  
324 1. Re-instatement of credit may only be granted when the excessive or  
325 unexcused absenteeism is the result of extraordinary circumstances.  
326  
327 2. The Appeals Committee may grant waivers on a conditional basis, requiring  
328 changes in student behaviors to validate the waiver.  
329  
330 F. The student and parent(s)/guardian(s) will have the opportunity to present all  
331 corroborating information in support of the appeal at the hearing.  
332  
333 G. The Appeals Committee will render a decision within three (3) school days after  
334 the conclusion of the hearing and so notify the parent(s)/guardian(s) and  
335 student of the decision in writing.  
336  
337 H. The decision of the Appeals Committee panel is final.  
338

### 339 **IV. CREDIT LOSS/RESTORATION**

340

- 341 A. Students who lose course credit due to the attendance policy may be permitted  
342 to remain in the course and receive a grade for the following purposes: to

343 maintain full-time student status, G.P.A. computation, eligibility for summer  
344 school, eligibility for extracurricular activities and for the student's transcript.  
345

346 B. Credit lost due to the attendance policy may be restored by one of the following  
347 methods:

- 348 1. Repeat the course during the school year.
- 349
- 350 2. Attend summer school (provided summer school requirements are satisfied).
- 351
- 352 3. Repeat the course during the summer at an approved college.
- 353

354  
355 V. The Board of Education recognizes the seriousness of absenteeism and  
356 authorizes the Superintendent of Schools to develop administrative regulations to  
357 implement this policy.

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380 **Adopted: September 11, 1979**

381 **Effective: September 24, 1979**

382 **Amended: August 25, 1981**

383 **Amended: June 16, 1986**

384 **Effective: September 1, 1986**

385 **Amended: July 10, 1989**

386 **Amended: December 11, 1990**

387 **Amended: May 9, 1995**

388 **Revised: May 11, 2004**

389 **Revised: February 22, 2011**

ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT

**ATTENDANCE POLICY: K-12**

5113

Research and studies have demonstrated that regular attendance is a key factor in the success a student achieves in school. Much of what a student learns deals with facts, concepts, and theories that are presented and discussed in class every day. In addition, other learning processes take place each day that are vital to a student's overall growth and education.

Connecticut State law requires Public Schools to provide parent(s)/guardian(s) with written notice of their obligations under Connecticut General Statute §10-184. This law provides that each parent(s)/guardian(s) or other person having control of a child seven years of age and older and under eighteen years of age, is obligated to cause the child to attend school regularly during the hours and terms the public school is in session. Failure to comply with Connecticut General Statute § 10-185 requirement is punishable each day by a \$25.00 fine.

It is the position of the Board of Education that mandatory attendance by students is required. Furthermore, the Board of Education requires that accurate attendance records be kept for every child. The following school attendance procedures for grades K to 12 have been developed to encourage students and parent(s)/guardian(s) to minimize absences in order to gain maximum benefits and success from daily classroom activities.

**GRADES K-8**

**II. Attendance to School**

Students in grades K-8 are required to attend school that provides service to their assigned school district based on the student's legal residence. No exceptions are to be granted by any administrator or the Superintendent of the Enfield Public School System.

A. **Excused Absences** Absences-Excused

***A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:***

1. Whenever a student is absent from school, a parent(s)/guardian(s) must notify the school by telephone ***and in writing when their child does not arrive at school. Written notification will include a warning that two unexcused absences in a month and/or five unexcused absences in a year may result in the superintendent's filing a family with service needs petition,***

440 *even though a student is not actually "truant" until he/she has*  
441 *been absent without excuse at least four times in a month or ten*  
442 *times during the school year.* ~~on the morning of the absence.~~ The  
443 school will call the home of any absentee or may involve the school  
444 attendance officer if the school has not been notified the day of the  
445 absence.

446  
447 2. *For absences a. through f. (in subsection 3 below), a student's*  
448 *absences from school are considered excused when the student's*  
449 *parent/guardian approves such absence and submits*  
450 *appropriate documentation;* Absences may be excused for the  
451 following reasons:

- 452  
453 a. ~~Illness;~~  
454 b. ~~Death in the family;~~  
455 c. ~~Medical/professional/legal appointments which~~  
456 ~~cannot be made before or after school hours;~~  
457 d. ~~Religious observances;~~  
458 e. ~~Any other reason, which the school principal deems valid.~~

459  
460 Please Note: ~~While the above stated reasons for absences are classified as excused,~~

461 ~~they will count toward the total number of absences in any school year.~~

462  
463 3. *For the tenth absence and all absences thereafter, a student's*  
464 *absences from school are considered excused for the following*  
465 *reasons:*

- 466  
467 a. *Student illness (Note: all student illness absences must be*  
468 *verified by an appropriately licensed medical professional to*  
469 *be deemed excused, regardless of the length of absence);*  
470 b. *Student's observance of a religious holiday;*  
471 c. *Death in the student's family or other emergency beyond the*  
472 *control of the student's family;*  
473 d. *Mandated court appearances (additional documentation*  
474 *required);*  
475 e. *The lack of transportation that is normally provided by a*  
476 *district other than the one the student attends (no parental*  
477 *documentation is required for this reason); or*  
478 f. *Extraordinary educational opportunities pre-approved by*  
479 *district administrators and in accordance with Connecticut*  
480 *State Department of Education guidance.*

481  
482 4. Students participating in a school-sponsored activity/program will be  
483 considered present for attendance purposes.

484  
485 5. Family vacations are discouraged during the school year.

486  
487 B. *Unexcused Absences* Absences ~~Unexcused (Truancy)~~

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***A student's absence from school shall be considered unexcused unless they meet one of the following criteria:***

- 1. The absence meets the definition for an excused absence (including documentation requirements);***
- 2. The absence meets the definition of a disciplinary absence;***
- 3.** Students who stay out of school for an entire day without parental or school consent are considered truant.
- 4.** Parent(s)/guardian(s) will be notified by mail by the school administration when a child has five (5) or more unexcused absences.
- 5.** Each school will conduct regular attendance committee meetings with the district attendance officer in accordance with Connecticut General Statute § 10-198a,b,c to discuss truancy/attendance issues and possible intervention strategies/agencies.
- 6.** Students who are not achieving to their potential and have fifteen (15) or more absences in June, will become part of the *at risk* list for the following school year.

**II. Early Dismissal from School**

Any dismissal from school can only be authorized by the school office or building administrator(s). Parent(s)/guardian(s) that wish their child to be dismissed early should send the student to school with a signed note stating the time of dismissal. This note should be presented to the school administration before homeroom period on the day of the dismissal. Parent(s)/guardian(s) are to sign out their child in the main office. For the protection and safety of the student, dismissals are routinely made only to the parent(s)/guardian(s) of that student. If there are special circumstances that necessitate someone other than the parent(s)/ guardian(s) to pick up the student, their name should be stated in the dismissal note.

**III. Tardy to School**

Tardy to school is defined as a student that enters the school building after the start of the school day or homeroom period. Ensuring that a student arrives to school on time is a parental responsibility. If a student arrives late to school, they need to report to the school office/housemaster's office to sign in. The student needs to bring a signed note from a parent(s)/guardian(s) to explain their tardiness. Each time an unexcused tardiness to school occurs, the student will be assigned a demerit in grades seven and eight.

535 Since the classroom is the primary area where most learners experience the  
536 acquisition of knowledge, it becomes apparent that attendance in class is a valid,  
537 reasonable requirement. It is the position of the Board of Education that mandatory  
538 attendance by students is required. The following attendance procedures have been  
539 developed to encourage students and parent(s)/guardian(s) to minimize absences in  
540 order to gain the maximum benefits from daily classroom activities. Students who fail  
541 to meet their responsibilities may lose course credit.

## 542 543 **I. ATTENDANCE TO SCHOOL**

### 544 **A. Excused Absences Absences/Tardies—Excused**

545  
546  
547 ***A student's absence from school shall be considered excused if written***  
548 ***documentation of the reason for the absence has been submitted within***  
549 ***ten school days of the students return to school or in accordance with***  
550 ***Section 10-210 of the Connecticut General Statutes and meets the***  
551 ***following criteria:***

- 552
- 553 1. Whenever a student is absent from school, a parent(s)/guardian(s) must  
554 notify the school by telephone ***and in writing when their child does not***  
555 ***arrive at school. Written notification will include a warning that two***  
556 ***unexcused absences in a month and/or five unexcused absences in a***  
557 ***year may result in the superintendent's filing a family with service***  
558 ***needs petition, even though a student is not actually "truant" until***  
559 ***he/she has been absent without excuse at least four times in a month***  
560 ***or ten times during the school year.*** ~~on the morning of the absence. A~~  
561 ~~note signed by the parent, guardian, and medical professional or similar~~  
562 ~~authority is also acceptable. If neither of the above is provided, the absence~~  
563 ~~will be classified as unexcused.~~
  - 564
  - 565 2. ***For absences a. through f. (in subsection 3 below) – a student's***  
566 ***absences from school are considered excused when the student's***  
567 ***parent/guardian approves such absence and submits appropriate***  
568 ***documentation;***
  - 569
  - 570 ~~2. Absences/tardies may be excused for the following reasons:~~
  - 571 ~~a. Illness;~~
  - 572 ~~f. Death in the family;~~
  - 573 ~~g. Medical/professional/legal appointments which cannot be made after~~  
574 ~~school hours;~~
  - 575 ~~h. Religious observance;~~
  - 576 ~~i. Any other reason which the Principal deems valid.~~
  - 577
  - 578
  - 579 3. ***For the tenth absence and all absences thereafter, a student's***  
580 ***absences from school are considered excused for the following***  
581 ***reasons:***
  - 582

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596
- a. *Student illness (Note: all student illness absences must be verified by an appropriately licensed medial professional to be deemed excused, regardless of the length of absence);*
  - b. *Student's observance of a religious holiday;*
  - c. *Death in the student's family or other emergency beyond the control of the student's family;*
  - d. *Mandated court appearances (additional documentation required);*
  - e. *The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or*
  - f. *Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.*

597 **Please Note:** While the above stated reasons for absences are classified as  
598 **excused, they will count toward the total number of absences when**  
599 **determining course credit. Suspensions from school do not count**  
600 **towards the total number of absences for loss of credit.**  
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- 4. Family vacations are discouraged during the school year. Parent(s)/guardian(s) and students should be aware that school days missed as a result of family vacations will be included in the attendance requirements for each course.
  - 5. Students who are participating in school sponsored activities will be considered present for attendance purposes.
  - 6. Students who exceed ten (10) absences in semester courses, and twenty (20) absences in yearlong courses, will lose full course credit.
  - 7. The school administration will notify parent(s)/guardian(s) by mail as follows:
    - a. Semester Courses: 5<sup>th</sup> absence – warning  
11<sup>th</sup> absence – loss of credit
    - b. Yearlong Courses: 10<sup>th</sup> absence – warning  
21<sup>st</sup> absence – loss of credit
    - c. At the time of notification, the student will be required to date and sign the warning/loss of credit sheet, indicating the impact of the student's attendance on his/her credits. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a timely manner. Students who lose credit as a result of this policy, will be given an opportunity to appear before an Appeals Committee.

630 The intent of this policy is not to say that a certain number of absences from school or  
631 a course are acceptable or allowable.  
632

633 **B. Unexcused Absences – Unexcused (Truancy)**

634  
635 ***A student's absence from school shall be considered unexcused unless***  
636 ***they meet one of the following criteria:***

637  
638 **1. *The absence meets the definition for an excused absence (including***  
639 ***documentation requirements);***

640  
641 **2. *The absence meets the definition of a disciplinary absence;***

642  
643 **3. Students who stay out of school for an entire school day without parental or**  
644 **school consent are considered truant.**

645  
646 **4. After each truancy, the student will receive a written notification of possible**  
647 **loss of course credit in accordance with the following procedures:**

648  
649 a. Upon the student's first truancy from school or from an individual class,  
650 the student shall be issued a written warning that an additional truancy  
651 from school or from the specified class, will result in a loss of ¼ credit in  
652 any classes from which the student was truant. The student shall be  
653 required to sign this notification. Notification may be sent home  
654 unsigned if the student's absenteeism prevents the student from signing  
655 the notification in a timely manner. The student shall be provided a copy  
656 of this notification. Additional copies shall be maintained in the  
657 student's records.

658  
659 b. Upon the student's second truancy from school or from an individual  
660 class, the student shall be issued a written notification that he/she has  
661 lost ¼ credit in any classes from which the student was truant. The  
662 student shall be required to sign this notification. Notification may be  
663 sent home unsigned if the student's absenteeism prevents the student  
664 from signing the notification in a timely manner. The student shall be  
665 provided a copy of this notification. Additional copies shall be  
666 maintained in the student's records.

667  
668 c. A similar pattern of warnings and credit losses will be followed for  
669 subsequent trancies. A third truancy from school or from a specified  
670 class will result in a warning for potential loss of credit. A fourth truancy  
671 from school or from a specified class, will result in an additional loss of  
672 credit.

673  
674 **5. These absences will also count towards the total number of absences under**  
675 **the attendance policy.**

676  
677 **6. Students will receive a zero (0) for all schoolwork on the day of truancy.**

678  
679 **C. Homeroom**

680  
681 **1. All students are to report immediately to homeroom upon entering the**  
682 **building.**



- 683 2. Students arriving after the completion of homeroom must report to the  
684 Assistant Principal's office before being admitted to class.  
685  
686 3. Tardiness to homeroom or failure to sign in with the Assistant Principal's  
687 office when arriving on school property after the completion of homeroom  
688 shall result in disciplinary action.  
689

690 D. Participation in After School Activities

- 691  
692 1. Students who are absent from school will not be allowed to participate in  
693 any after school activity on the day of the absence.  
694  
695 2. Students absent on Fridays will not participate in Friday or weekend events.  
696  
697 3. At the discretion of the building principal, or the principal's designee, tardy  
698 students who have established a pattern of tardiness, may be suspended  
699 from after school activities for that day.  
700  
701 a. A pattern of tardiness shall be defined as three or more unexcused tardies  
702 in a given marking period.  
703  
704 b. Students who have established a pattern of tardiness are to be warned  
705 that continued tardiness would result in suspension from after school  
706 activities before such suspensions are to take place.  
707  
708 c. Students suspended from after school activities on Friday, will not  
709 participate in Friday or weekend events.  
710  
711 d. The decision of the building principal, or the principal's designee is final.  
712  
713 e. The principal or the principal's designee is to notify the student's coach or  
714 activity advisor of such a suspension.  
715

716 **II. CLASS ATTENDANCE**

717  
718 A. Tardiness to Class

- 719  
720 1. Excused Tardies to Class  
721  
722 a. Students who arrive late to class are expected to obtain a pass from  
723 another teacher, excusing their tardiness.  
724  
725 b. Students have up to 24 hours to secure an official pass for the tardiness;  
726 otherwise it will be considered an unexcused tardy to class.  
727  
728 c. Students who arrive to class after the mid-point of the period with a  
729 pass, will be charged with an absence.  
730  
731 2. Unexcused Tardies to Class  
732

- 733 a. Unexcused tardies to class will be treated as part of the attendance  
734 policy.  
735  
736 b. Every two (2) unexcused tardies will be the equivalent of one (1) absence  
737 from class and will be included in the total number of absences that  
738 cannot be exceeded in order to gain course credit.  
739  
740 c. Students who arrive to class after the mid-point of the period without a  
741 pass excusing their tardiness, will be charged with an unexcused  
742 absence.  
743  
744 d. Students will be subject to disciplinary action for each unexcused tardy  
745 in the form of teacher detention, office detention or possible suspension  
746 from school.  
747  
748 e. Teachers will notify parent(s)/guardian(s) when a student is developing a  
749 pattern of habitual tardiness to class.  
750

751 B. Unexcused Absences from Class

- 752  
753 1. Students who deliberately miss class will be subject to disciplinary action in  
754 the form of administrative detention and possible suspension from school.  
755  
756 2. Students will receive a zero (0) for all schoolwork missed.  
757  
758 5. Unexcused absences from class will result in possible loss of course credit in  
759 accordance with Section I, Part B, Item 2.  
760  
761 6. These absences are also included in the total accumulated per class.  
762

763 D. Dismissals from School

- 764  
765 3. Included here are classes missed when a student has an early dismissal.  
766 The only acceptable reasons for leaving school early are those stated in the  
767 section dealing with excused absences from school.  
768  
769 4. Dismissals from class due to activities such as field trips, band lessons, and  
770 other school sponsored activities, will not count towards the total number of  
771 course absences.  
772

773 **III. APPEAL PROCEDURE**

- 774  
775 J. Any student who has lost credit as a result of any portion of the attendance  
776 policy may request from his/her Assistant Principal, a hearing for the purpose of  
777 restoring the credit.  
778  
779 K. The student will meet with his/her guidance counselor and submit a written  
780 explanation for the reason(s) why the credit should be restored.  
781

- 782 L. The completed request form is to be returned to the student's Assistant  
783 Principal no less than five (5) school days before the end of the quarter. Appeals  
784 filed after that date; will not be heard unless the student was notified of his/her  
785 loss of credit after that date. In such cases, students are to file their appeals to  
786 the Appeals Committee during that quarter.  
787
- 788 M. An Appeals Committee will meet at least quarterly. The voting members of the  
789 Appeals Committee will consist of an administrator, a guidance counselor (or a  
790 neutral teacher), and a neutral teacher.  
791
- 792 N. The Appeals Committee may re-instate credit for absences in excess of ten (10)  
793 for semester courses, twenty (20) for yearlong courses, or for unexcused  
794 absences.
- 795
- 796 5. Re-instatement of credit may only be granted when the excessive or  
797 unexcused absenteeism is the result of extraordinary circumstances.  
798
- 799 6. The Appeals Committee may grant waivers on a conditional basis, requiring  
800 changes in student behaviors to validate the waiver.  
801
- 802 O. The student and parent(s)/guardian(s) will have the opportunity to present all  
803 corroborating information in support of the appeal at the hearing.  
804
- 805 P. The Appeals Committee will render a decision within three (3) school days after  
806 the conclusion of the hearing and so notify the parent(s)/guardian(s) and  
807 student of the decision in writing.  
808
- 809 Q. The decision of the Appeals Committee panel is final.  
810

811 **IV. CREDIT LOSS/RESTORATION**  
812

- 813 E. Students who lose course credit due to the attendance policy may be permitted  
814 to remain in the course and receive a grade for the following purposes: to  
815 maintain full-time student status, G.P.A. computation, eligibility for summer  
816 school, eligibility for extracurricular activities and for the student's transcript.  
817
- 818 F. Credit lost due to the attendance policy may be restored by one of the following  
819 methods:  
820
- 821 4. Repeat the course during the school year.  
822
- 823 5. Attend summer school (provided summer school requirements are satisfied).  
824
- 825 6. Repeat the course during the summer at an approved college.  
826
- 827 V. The Board of Education recognizes the seriousness of absenteeism and  
828 authorizes the Superintendent of Schools to develop administrative regulations to  
829 implement this policy.  
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869 **Adopted: September 11, 1979**  
870 **Effective: September 24, 1979**  
871 **Amended: August 25, 1981**  
872 **Amended: June 16, 1986**  
873 **Effective: September 1, 1986**  
874 **Amended: July 10, 1989**  
875 **Amended: December 11, 1990**  
876 **Amended: May 9, 1995**  
877 **Revised: May 11, 2004**  
878 **Revised: February 22, 2011**  
879 **Revised:**



# ENFIELD BOARD OF EDUCATION

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October 9, 2012

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

Re: Schedule of Regular Meetings for 2013 – Enfield Board of Education

Dear Mrs. Olechnicki:

The dates for regular scheduled meetings for the Enfield Board of Education for 2013 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 8	April 23	September 10
January 22	May 14	September 24
February 12	May 28	October 8
February 26	June 11	October 22
March 12	June 25	November 26
March 26	July 9	December 10
April 9	August 27	

Sincerely,

Timothy Neville  
Chairman

Ref: Board Policy #8341