

# AGENDA

SHERMAN BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY - FEBRUARY 3, 2021  
7:00 PM

## ZOOM

<https://shermanschool.zoom.us/j/8603553793>

Dial Into meeting: +1-929-205-6099

Meeting ID: 860 355 3793

### Vision Statement

**We enable all Sherman Students to become the best possible version of themselves.  
We provide an environment where our children develop into empathetic, self-directed,  
critical thinkers who don't give up when faced with challenges.**

1. **CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**
2. **CELEBRATIONS**
3. **PUBLIC COMMENTS**
4. **ADDITIONS TO THE AGENDA**
5. **CONSENT AGENDA**
  - 5.1 Review of Minutes:
    - Minutes - Board Retreat, March 7, 2020
    - Minutes - Special Meeting, April 27, 2020
    - Minutes - Executive Session, May 6, 2020
    - Minutes - Executive Session, July 21, 2020
    - Minutes - Board Retreat, September 19, 2020
    - Minutes - Working Session, October 7, 2020
    - Minutes - Executive Session, November 4, 2020
    - Minutes - Maintenance Meeting, November 17, 2020
    - Minutes - Maintenance Meeting, November 30, 2020
    - Minutes - Budget Workshop, December 14, 2020
    - Minutes - Maintenance Meeting, January 4, 2021
    - Minutes - Special Committee on Capital Planning, January 4, 2021
    - Minutes - Regular Meeting, January 6, 2021
    - Minutes - Maintenance Meeting, January 13, 2021
    - Minutes - Budget Workshop, January 13, 2021
    - Minutes - Policy Meeting, January 21, 2021
    - Minutes - Special Committee on Capital Planning, January 22, 2021
    - Minutes - Executive Session, January 31, 2021
    - Minutes - Special Meeting with BOE and BOS, February 2, 2021
  - 5.2 Personnel Actions
  - 5.3 Monthly Enrollment Report
  - 5.4 Monthly Budget Report 2020-2021 Budget by Function & Summary of Funds
6. **APPROVAL OF CURRENT BILLS**
  - 6.1 Monthly 2020-2021 Current Bills

**7. ORAL REPORTS**

- 7.1 SPTO Update
- 7.2 Sub-Committee
- 7.3 Chair
- 7.4 Superintendent Update

**8. PRESENTATIONS**

- 8.1 Assessment Data Update

**9. NEW BUSINESS**

- 9.1 Discussion and Possible Action to Rescind Policy 4217.41 Just Cause Enc 9.1
- 9.2 First Reading Policy 9330 Board/School Records Enc 9.2
- 9.3 First Reading Policy 9240 Board Member Development Enc 9.3
- 9.4 Discussion Regarding 2021-2022 Budget Feedback
- 9.5 Discussion Regarding meeting with Board of Selectmen on February 2, 2021
- 9.6 Discussion of the Open Choice Program

**10. UNFINISHED BUSINESS**

- 10.1 Second Reading Policy 9325 Meeting Conduct Enc. 10.1
- 10.2 Second Reading Policy 5111 Admission and Placement of Students: Attendance Ages Enc. 10.2
- 10.3 Review and Possible Approval of an RFQ/P for Playground Site Work and Installation

**11. COMMUNICATIONS**

**12. PUBLIC COMMENTS**

**13. BOARD OF EDUCATION COMMENTS**

**14. FUTURE MEETING AND TOPICS**

- 14.1 Board of Education Meeting - Wednesday, March 3, 2021 at 7:00 PM
- 14.2 Budget Workshop - Wednesday, February 17, 2021 at 6:30 PM

**15. ADJOURNMENT**

REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon February 15, 2021. Copies of the agenda enclosure are available for examination at the Superintendent's Office at the Sherman School during business hours: 8:00 AM to 4:00 PM

R4217.41

**Personnel – Non-Certified**

**Just Cause for Suspension, Demotion or Dismissal**

One or more of the following causes may be grounds for suspension, demotion, or dismissal of a non-certified employee:

1. Incompetency or inefficiency in the performance of the duties of the assigned position.
2. Insubordination, including, but not limited to, refusal to do assigned work.
3. Carelessness or negligence in the performance of duties or in the case or use of district property.
4. Discourteous, offensive, or abusive language or conduct toward other employees, students, or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job or reporting to work while intoxicated.
7. Use or possession of harmful drugs on school grounds without medical supervision.
8. Personal conduct unbecoming an employee of the district.
9. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable policies or regulations of the district.
10. Conviction of any crime involving moral turpitude, including a sex offense.
11. Repeated or unexcused absence or tardiness.
12. Abuse of leave privileges.
13. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district record.
14. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Board of Education, the Superintendent, or any appropriate state or governmental agency.
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public.
16. Abandonment of position.

Legal Reference: Connecticut General Statutes

[46a-60](#) Discriminatory employment practices prohibited

**Regulation approved: January 6, 2010**

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut

DRAFT

P9330

## **Bylaws of the Board**

### **Board/School District Records**

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

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

1. Preliminary drafts or notes provided by the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).

## Enclosure 9.2

7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.
10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

### **Availability of Records**

Any request made for copying or printing records shall be charged at \$.50 per page / per side. Fees shall be paid in advance via check or money order made payable to Treasurer Town of Sherman.

An individual may use a "hand-held" scanner\* to copy a public record. The Board establishes a fee structure of twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand-held scanner.

The Board considers the use of a "smartphone" as analogous to a hand-held scanner\* and therefore, subject to a twenty dollar (\$20) flat fee.

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

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

**Requests for Public Access to Records**

1. Submission of the FOIA request form requesting inspection of records shall be made at least four (4) working days in advance to the Superintendent..
2. The Superintendent or designee shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. When completing the FOIA request form, the requester shall describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgement of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

**Denial of Access to Records**

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

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records. (as amended by PA 02-113)

1-211 Access to computer stored records.

1-212(g) Copies and scanning of public records

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663 (June 8, 2016)

Federal Rules of Civil Procedure - 2006 Amendments

Bylaw adopted by the Board:



**DRAFT**

**P9240**

## **Bylaws of the Board**

### **Board Member Development**

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's school facility. It is right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

The Board regards the following as kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by CAFE and NSBA.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

Board members are encouraged to attend workshops presented by CAFE and NSBA.

Professional journals and books in school professional libraries shall be made available to all Board members.

At the completion of the Board's self-evaluations, the Board Chair shall assess the needs of the Board of Education and may recommend any additional Board retreats, workshops, meetings and training that are recommended for the purpose of ensuring the success of the Board.

**New Board Member Orientation**

In an effort to fully support and acclimate new Board members, the following Orientation shall be required for all new or returning members:

- individual meetings with Supt and BOE chair
- reading and discussion of selected articles
- review of vision and strategic plan
- development and agreement around behavioral norms and expectations
- understanding of board member and administrative roles and responsibilities
- understanding of Board by-laws
- what it means to be a productive member of a team (preserving independent thought, learning to disagree respectfully, etc.)
- Participation in the CABE New Board Member Orientation workshop (or similar) in December following their election.

Funds shall be budgeted annually to support the program. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the program's anticipated short and long range benefits to our schools.

(cf. 1100 - Communication with the Public)

(cf. [4133](#) - Travel Reimbursement)

**Bylaw adopted by the Board:**

# Draft

9325

## **Bylaws of the Board**

### **Meeting Conduct**

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the bylaws of the Board. In the absence of the Chairperson, the meeting shall be chaired by the Vice Chairperson/Secretary.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to 1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and 2) receive, consider, and take any needed action with respect to reports of accomplishments both as to students and to school system operations.

Provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chair, of that person's privilege of address. If necessary, the Chairperson may clear the room so that Board members may continue the meeting.
2. No oral presentation shall include charges or complaints against any employees of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provisions of Board of Education Policy.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the Superintendent may call to order and adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

### **Public Participation in Board of Education Meetings**

## Enclosure 10.1

All Sherman Board of Education meetings are open to the public, except executive sessions as defined by law. In order to assure that persons who wish to appear before the Board may be heard, and at the same time that the Board may conduct its meeting properly and efficiently, the Board shall adopt procedures pertaining to public participation.

The Board of Education is open to receive positive and constructive feedback from members of the public. Members of the public are welcome to ask questions and/or make comments. The Board Chair shall determine if answering a question is feasible and appropriate, and if that question or concern can be addressed during the meeting, or it is more appropriate to be answered or addressed in another forum.

The Board Chair reserves the right to limit the first Public Comment on the agenda to serve as an opportunity for members of the public to address the Board with items that are germane to the agenda. The second Public Comment opportunity shall be an opportunity for a member of the public to speak on any subject related to public education. Members of the public are encouraged to keep their comments brief and concise. Any person wishing to speak shall give his/her name and address.

Each speaker will be given approximately 3 minutes to address the Board with a maximum of 20 minutes per meeting being allocated for any one item of the Agenda. If the Board Chair determines that a separate meeting would be appropriate to address a majority of public comments, he/she retains the right to warn a new meeting at a later date for such purpose.

Speakers may offer such objective criticisms of school operations and programs as concern them, but, in public session, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system. Other legitimate channels provide for the Board's consideration and disposition of legitimate complaints against individuals.

Comments at special meetings must be related to the call of the meeting.

Questions asked by the public shall, whenever possible, be answered by the Chairperson or referred to Board Members, the Superintendent, or staff members present for reply. Questions requiring investigation should be deferred for response at a later date.

The portion of a Board Meeting designated for Public Comment is not to be construed as an opportunity to debate. After a speaker has made his/her presentation, one follow-up opportunity to speak will be allowed after all other speakers on a topic have exhausted their privilege.

The Board vests in its Chairperson or parliamentarian the authority to terminate the remarks of an individual when the individual does not adhere to the rules established above. When persons in attendance at a public meeting so disrupt the meeting that order cannot be restored by

removing the individuals causing the disruption, the Chairperson or parliamentarian may order the room cleared of all those in attendance except authorized members of the press or news media who are not participating in the disturbance. Once the room has been cleared, the meeting may continue, but only items on the agenda may be considered.

The Board also vests with its Chairperson or parliamentarian the authority to establish a curfew time for public comment and for the meeting.

Legal Reference: Connecticut General Statutes

1-200 Definitions

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

1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

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

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

**Bylaw adopted by the Board: April 2, 2008**

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut

**DRAFT****P5111****Students****Admission and Placement of Students: Attendance Ages**

The Board of Education shall provide education for all residents of Sherman at least five years of age as defined below and under twenty two years of age who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. Special education will be provided for children who have not attained school age and who have been identified as being in need of special education services, and whose educational potential would be irreparably diminished if such special education services were not provided.

Parents and those who have the care of children five years of age and older and under eighteen years of age are required by Connecticut law to cause any such child to attend public day school or its equivalent.

Admission of a child to kindergarten in the Sherman School requires that the child be at least five years of age no later than January 1 of the school year. Admission of a child who has not had a year of public school Kindergarten experience to first grade in the Sherman School will require that such child be at least six years of age no later than January 1 of the school year. Exceptions from routine admission may be made by the Principal on the basis of supporting evidence from physical and psychological examinations.

Children who apply for initial admission to the Sherman School by transfer from either public or non-public schools will be placed at the grade that would have been reached elsewhere, pending observation and evaluation by classroom teachers, the School Psychologist, and the Principal, and consultation with the parent. After such observations, evaluations and consultation have been completed, the Principal will determine the final grade placement of the children.

A birth certificate and statutorily required health documentation must be presented at the time of registration for all students entering the Sherman School for the first time.

Legal Reference: Connecticut General Statutes

[10-15](#) Towns to maintain schools

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

[10-76a](#) - [10-76g](#) re special education

[10-184](#) Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, and PA 00-157

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students and PA 19-179 An Act Concerning Homeless Students' Access to Education

Appeals to state board. Establishment of hearing board

[10-233a](#) - [10-233f](#) Inclusive; re: suspend, expel, removal of pupils

[10-233c](#) Suspension of pupils

[10-233d](#) Expulsion of pupils

[10-233k](#) Notification of school officials of potentially dangerous students. (as amended by PA 01-176)

[10-261](#) Definitions

State Board of Education Regulations

[10-76a-1](#) General definitions (c) (d) (q) (t)

[10-76d-7](#) Admission of student requiring special education (referral)

[10-204a](#) Required immunizations (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202 (1982)

**Policy adopted: June 3, 2020**

SHERMAN SCHOOL DISTRICT

Sherman, Connecticut