

Board of Education Regular Meeting 2023

Thursday, April 6, 2023 7:00 PM

*BOE Meeting Access: BOE (4/6/23 at 7 p.m.) Web:

<https://zoom.us/j/95025454155> Dial In: (929) 205-6099 Meeting ID: 950 2545

4155 *Please note that this meeting has changed from in-person to remote., 3
Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE MINUTES

III.A. March 16, 2023 - Regular

III.B. March 28, 2023 - Special

IV. APPROVAL OF THE AGENDA

V. INFORMATION/ACTION ITEM

V.A. FY24 BUDGET

VI. PUBLIC PARTICIPATION - *The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]*

VII. BOARD AND ADMINISTRATIVE COMMUNICATIONS

VII.A. Chairman's Report

VII.B. Superintendent's Report

VII.C. Student Representatives' Report

VII.D. Committee Reports

VII.D.1. Curriculum (*Stephanie Strazza*)

VII.D.2. Policy (*Samantha Mannion*)

VII.E. Liaison Reports

VII.E.1. Board of Finance (*Ed Sbordone*)

VIII. INFORMATION ITEMS

VIII.A. Board of Education Policy (*First Reading*)

VIII.A.1. Policy 3517.1 – Identification Badges

IX. ACTION ITEMS

IX.A. Personnel Report

IX.B. New Fairfield High School Graduation - 2023

IX.C. Board of Education Policy
Suspension of the Rules [referring to Policy 4118.51]

IX.C.1. 1. Policy 4118.51 – Social Media

IX.D. Acceptance of Donation

IX.D.1. U.S.A. Pickleball

X. PUBLIC PARTICIPATION – *The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board’s groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]*

XI. FUTURE AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ADJOURNMENT

**NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT**

The New Fairfield Board of Education held a regular meeting on Thursday, March 16, 2023, at 7:00 p.m. via Zoom.

MINUTES – March 16, 2023

PRESENT: Dominic Cipollone (Chairman), Kathy Baker, Tim Blair, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

ABSENT: None

ALSO PRESENT: Superintendent of Schools Dr. Kenneth Craw, Assistant Superintendent of Schools Julie Luby, Director of Business and Operations Carrie DePuy, Pupil Personnel Director Katherine Matz, New Fairfield High School Principal James D’Amico, New Fairfield Middle School Principal Karen Gruetzner, Middle School Assistant Principal Cheryl Milo, Elementary School Principal Allyson Story, Director of Buildings and Grounds Phil Ross, Athletic Director Mark Ottusch, Director of Technology Paul Gouveia, First Selectman Pat Del Monaco, Selectman Khris Hall, and Board of Finance Chairman Wes Marsh

Quintin Flower explained the procedure for the virtual meeting and noted that this virtual meeting is available to everyone, including members of the public.

- I. **CALL TO ORDER:** Chairman Dominic Cipollone called the meeting to order at 7:01 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF MINUTES**
 - A. March 2, 2023 - Regular meeting - approved by consensus
- IV. **APPROVAL OF AGENDA** - approved by consensus
- V. **PUBLIC PARTICIPATION** - None
- VI. **BOARD AND ADMINISTRATIVE COMMUNICATIONS**
 - A. Chairman’s Report - Dominic Cipollone spoke of the following:
 - The BOF met on March 15th and discussed the 2023/2024 budget. He encouraged BOF members to keep the needs of the schools in mind when recommending a budget.
 - B. Superintendent’s Report - Superintendent of Schools Dr. Kenneth Craw
 - March is “Board of Education Appreciation” month. He thanked all the members of the Board for their hard work and professionalism.
 - C. Student Representatives’ Report

Senior Representative Grace DeMarco spoke of the following:

 - The Junior Class is currently on the Washington, DC trip.
 - The High School play Urinetown will be held from March 24th to March 26th.
 - Junior Prom tickets are on sale from now until April 6th.
 - DECA will be having a fashion show on March 31st at 7:00 p.m.

D. Committee Reports

1. Business Operations/Resource Management - Greg Flanagan noted that this subcommittee met on March 16th. They reviewed the current budget and noted that there is a slight deficit due to Special Education costs and utility costs. Excess Cost Revenue from the State was received to offset this. Another payment is expected in June. The subcommittee discussed the reimbursement rates for the new school and noted that the CELA Reimbursement rate is 38.22% and the current rate for the high school is 26.93%. They are working with State Representatives to attempt to increase the reimbursement rate for the high school project. Director of Building and Grounds Phil Ross gave the subcommittee a report on the capital projects plan.

E. Liaison Reports

1. Board of Finance - Ed Sbordone noted that the BOF met on March 8th and discussed the Medical Fund and Debt Service. The Board voted not to change the debt service policy at this time. Bonding will be done for the school projects without any changes to the debt service policy. The BOF asked for information on long-term capital plans.

The BOF met again on March 15th and discussed Medical Plan for the 2023/2024. The Medical Consultant gave a presentation, and it was decided to ask him to come to the March 22nd meeting to give more information. They reviewed long term capital plans for the BOS. The BOF will review the long-term capital plans for the BOE on March 22nd. They further discussed the 2023/2024 budget and specifically the debt premium usage and the town-wide organizational chart. No votes regarding the budget were taken at this meeting.

The BOF discussed subcommittee assignments at their March 15th meeting. Mark Beninson will replace Michael Cammarota as the liaison to the New Fairfield Volunteer Fire Department. Thora Perkins and Claudia Willard will serve on the Medical subcommittee and Cheryl Reedy, Thora Perkins and Wes Marsh will serve on the Audit subcommittee. The March 22nd meeting will be held via Zoom. The BOF will decide at their March 22nd whether or not future meetings will be in-person or on Zoom. The final markup will be done on April 12th. Ed Sbordone thanked BOE members that attended the BOF meetings.

2. Parks and Recreation Commission - Greg Flanagan noted that Parks and Rec Commission met on March 13th and discussed the following:

- Chairman Sean Loughran noted that passing of former Parks and Rec member Jim Ogden.
- The commission discussed the pavilion at Rebel Turf. They voted to ask the BOE to take over the responsibility of the upkeep of this pavilion.
- Summer camp will be held from June 19th - July 28th. Trips will be held every other week.
- Two Waterfront Directors are still needed for this summer.
- Two Outdoor Cinema Directors were hired for this summer.

VII. **INFORMATION ITEMS**

A. New Fairfield High School Healthier Start Time Presentation

Dr. Craw gave a presentation on the possibility of a Healthier Start Time for the high school and noted that if approved, it would begin in the school year 2024/2025. There is a task force looking into this possibility and if appropriate, they will make a recommendation to the full Board of Education. It was noted that only the high school is being considered for a change in time.

Dr. Craw spoke of the benefits of the later start time and logistics that must be considered to incorporate a later start time. He spoke of the health benefits for students in favor of a later time. Key considerations for this change include transportation and buses, town programs, traffic flow, bargaining unit implications, athletics and instructional time and the timeline for implementation for this change.

B. Fiscal Year 2023/2024 Budget

Dr. Craw gave a brief update on the budget and discussed the questions that have been asked by the Board of Finance. They include field fee revenue, AP scores, extra-curricular activities, the design of the new high school, and schedules for Math teachers. The BOF asked how New Fairfield compares to other districts. Members of the BOF asked about total head count for the district.

Dominic Cipollone thanked Dr. Craw and his staff for all their hard work with putting the data together. There was a brief discussion of the request from the BOF for data from past years.

C. Ten-Year Capital Plan

Director of Business and Operations Carrie DePuy spoke of a document created in past years regarding capital needs of the district. She noted that prices and needs may have changed since this document was created.

Director of Buildings and Grounds Phil Ross gave an update on the capital budget. He noted that a large piece of this budget includes replacement of the underground oil tank at the Middle School, which needs to be completed by 2024/2025. Cost estimates for this are between \$600,000 and \$700,000. He noted that if the capital budget is cut this year, it will have to be made up next fiscal year. There was a brief discussion of the importance of maintenance for the Middle School.

D. New Fairfield High School/Consolidated School Building Project Update

Carrie DePuy showed pictures of the gym at the new high school. The punch list at Consolidated school is going well. Abatement for the old Consolidated School will begin soon and is expected to be done by Easter. The abatement of the auditorium at the high school will be done over Spring Break. Everything is on schedule and on budget.

Carrie DePuy noted that the reimbursement rate for the high school is currently at 26.93% but the district is in the process of going back to State to see if they can get a 28.22% rate.

E. Board of Education Policy (Second Reading)

1. Policy 5118.11-Tuition for Students of Staff members

VIII. ACTION ITEMS

A. Personnel Report

MOTION: Kathy Baker made a motion to recommend to the full Board the approval of the Personnel Report for March 9, 2023, as recommended by the administration. Ed Sbordone seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

B. New Fairfield Public Schools 2023-2024 Revised Calendar

MOTION: Kathy Baker made a motion to recommend to the full Board the approval of the 2023-24 revised school calendar as presented. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

IX. PUBLIC PARTICIPATION - None

X. FUTURE AGENDA ITEMS - None

XI. BOARD MEMBER COMMENTS

Ed Sbordone encouraged everyone to attend Board of Finance meetings.

Amy Johnson spoke of the Medical Fund and noted that we shouldn't shame employees using the insurance.

XII. ADJOURNMENT

MOTION: Dominic Cipollone made a motion to adjourn the meeting at 8:16 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

Respectfully submitted,
Suzanne Kloos

Town of New Fairfield
4 Brush Hill Road
New Fairfield, CT 06812

MINUTES

Board of Selectman/Board of Education Joint Meeting
Tuesday, March 28, 2023
7:00 PM
Via Zoom

<p><u>Board of Selectmen members present:</u> Pat Del Monaco, First Selectman Lori-Ann Beninson, Selectman Khris Hall, Selectman <u>Board of Education members present:</u> Dominic Cipollone, BOE Chairman Tim Blair Kathy Baker Greg Flanagan Amy Johnson Kimberly LaTourette Samantha Mannion Stephanie Strazza <u>Board of Education members not present:</u> Ed Sbordone</p>	<p><u>Other Town officials and Educators present:</u> Dr. Ken Craw, Superintendent of Schools Julie Luby, Ass't Superintendent of Schools Carrie DePuy, Director of Business and Operations Wes Marsh, BOF Chairman Thora Perkins, BOF member Cheryl Reedy, BOF member Claudia Willard, BOF member James D'Amico, High School Principal Scott Rohwedder, High School Ass't Principal Karen Gruetzner, Middle School Principal Allyson Story, Elementary School Principal Steve Groccia, Elementary School Ass't Principal Jennifer Hilderbrand, Elementary School Ass't Principal Katherine Matz, Pupil Personnel Director Melissa Busnel, Special Education Supervisor Paul Gouveia, Director of Technology Mark Ottusch, Athletic Director Bruce Taylor, Fire Chief</p>
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Director of Technology Paul Gouveia gave a brief description of the of the rules and regulations for virtual meetings.

Call To Order

First Selectman Pat Del Monaco called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Discussion of the 2023-2024 budget

First Selectman Pat Del Monaco noted that the purpose of this meeting was to discuss potential cuts and their impact to the 2023-2024 budget. She noted that no specific number has been given by the BOF, but it is possible that the cuts will be significant to both the BOS and the BOE. BOE Chairman Dominic Cipollone asked the BOF to look at the budget with an open mind.

Pat Del Monaco spoke of the increase from last year's budget and noted that debt service and medical account for approximately 60% of the total increase. The proposed increase is 13.15% over last year and

it was noted that a 1% reduction is equal to \$550,000. In order to bring the budget down to a 7% increase, a cut of \$3,300,000 would be necessary. A cut of \$3,850,000 is needed for a 6% increase and a cut of \$4,400,000 is needed for a 5% increase over last year's budget.

Dominic Cipollone noted that the BOE increase is predominantly due to fixed costs such as salary increases, transportation and special education evaluations. He spoke of positions added during COVID that were funded through ESSER funds that now need to be funded through the operating budget. Mr. Cipollone spoke of reductions made to the budget and how they will affect staffing.

Superintendent of Schools Dr. Ken Craw spoke of the impact of staffing reductions and how they could affect class sizes and could cause reductions of course offerings and extracurricular activities.

Pat Del Monaco spoke of the pressures and challenges to the municipal budget and how it is impacted by inflation. Utilities and contracted services have increased significantly. She spoke of municipal staffing and noted that many positions are required by State Statute.

Dominic Cipollone spoke of budget mitigation strategies including ways to reduce funding to the Medical Fund, applying bond premium to reduce the debt service and identifying non-tax revenue.

BOF Chairman Wes Marsh spoke of the following potential budget reduction scenario which would reduce the increase from 13.15% to 7.90%.

Projected Budget Increase			13.15%
	Reduction Strategy	Revenue	
Debt Service (apply available bond premium)	(\$1,500,000)		10.4%
Medical (update to claims and contributions)	(\$500,000)		9.51%
Projected Interest Income/Revenue		\$425,000	8.74%
BOS Operating	(\$100,000)		8.56%
BOE Operating	(\$360,000)		7.90%

Selectman Lori Beninson asked if there are other ways to support students in the district besides using paraprofessionals. She suggested have a three-year paramedic contract instead of a one-year contract.

Director of Pupil Personnel Katherine Matz clarified the reason for providing paraprofessionals for special education students.

BOE member Kimberly LaTourette spoke of the impact of losing employees and encouraged residents to speak at the BOF meeting on March 29th.

Selectman Khris Hall spoke in support of the Town employees.

Public Comment

Approximately 17 members of the public spoke in support of the budget and spoke against any cuts to the operating budgets. They encouraged everyone to speak at the March 29th BOF meeting.

One resident questioned the need to replace the dump truck and transportation van and asked if money can be saved by not replacing them at this time.

Closing Comments

BOE Chairman Dominic Cipollone noted that he appreciates public comments and encouraged everyone to speak out at the BOF meetings.

BOF Chairman Wes Marsh thanked everyone that spoke at tonight's meeting and noted that the BOF wants to hear comments.

Superintendent of Schools Dr. Ken Craw noted that the budget document for tonight's meeting will be posted to the district website.

First Selectman Pat Del Monaco thanked everyone for coming and encouraged participation at the BOF meetings.

Adjournment

Pat Del Monaco made a motion to adjourn for the BOS at 8:38 pm. Khris Hall seconded the motion.
All in favor

Dominic Cipollone made a motion to adjourn for the BOE at 8:38 pm. Greg Flanagan seconded the motion- **All in favor**

Business/Non-Instructional Operations

Security of Buildings and Grounds

Site and Building Access

Identification Badges

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear, above the waist, a District issued, approved identification badge.

Required Identification: All employees, while carrying out regular employment duties, will display identification badges in plain view. Student ID badges and lanyards will be provided to all students at the middle school and high school, which authorizes students to be on campus and on school buses. ~~Students are asked~~ **High School students are required** to display their ID badge in a prominent location and to retain their ID badge. ~~Middle School students do not have to wear ID badges once in school.~~ **Middle School students must retain their ID badge, but do not have to wear their badge once in school.** These ID badges will help staff in identifying students. Students will be required to present their ID badge to enter the school building if they arrive after the start of the school day.

Issuing Identification Badges: Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

Visitors/Volunteers: All visitors/volunteers are required to check in to the main office or front desk to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must sign out.

All visitors shall display the visitor's badge while they are in the school building during the school day.

Visitors who do not comply with this policy shall be escorted from the property. Staff members who observe someone entering District facilities without proper identification are required to address the person or immediately report this circumstance to the administration main office or front desk.

Lost or Stolen Badges: The first time the identification badge is lost or stolen, the District will provide a replacement at no cost. Each additional identification badge requested will cost \$10.00 per badge. If a badge is lost or stolen, employees should contact Human Resources and students should contact the school main office immediately.

(cf. 1250 – Visits to the School)

(cf. 3516 – Safety)

Business/Non-Instructional Operations

Security of Buildings and Grounds

Site and Building Access

Identification Badges

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: December 19, 2013
Policy revised: April 3, 2014
Policy revised: June 4, 2015
Policy revised: March 3, 2022

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Social Media

The New Fairfield Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; or
- 5) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

P4118.51(b)
4218.51

Personnel - Certified-Non-Certified

Social Media

Policy adopted: _____

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

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Rights, Responsibilities and Duties

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Ordinarily, the use of social media by employees, including employees’ personal online accounts, will not be a legal or policy issue. While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; or
- 5) violates the law, Board policies and/or other school rules and regulations.

Definitions:

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

Thus, the term Social Media includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes, but is not limited to, the following websites or applications, including an employee’s personal online account using such social media:

- (1) social-networking; (e.g. Facebook, LinkedIn, Google+, Classmates.com);
- (2) blogs and micro-blogs; (e.g. Twitter, Tumblr, Medium);
- (3) content-sharing; (e.g. Scribd, SlideShare, DropBox);
- (4) imagesharing, videosharing or livestreaming; (e.g. Snapchat, Periscope, Flickr, YouTube, Instagram, Vine, Pinterest);

Personnel - Certified-Non-Certified

Social Media

- (5) other sharing sites or apps such as by sound, location, news, or messaging, etc. (~~e.g. Reddit, Kik, Yik Yak, SoundCloud, WhatsApp~~).

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

Electronic communications device includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless telephone.

Personal online account includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational or instructional purpose of the Board.

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the prior permission of his/her building Administrator.
2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee's building Administrator. Where appropriate and with permission, district-sponsored social media accounts should be used for such purposes.
3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must receive the permission of his/her immediate supervisor.
 - The employee must not use his/her personal online account for such purpose, but shall use his/her Board-issued account.
 - The employee must ensure that such social media use is compliant with all Board of Education policies, regulations, and applicable state and federal

Personnel - Certified-Non-Certified

Social Media

- law, including the provision of required legal notices and permission slips to parents.
 - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - Parents shall be permitted to access any page that their child has been invited to join.
 - Access to the page may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the page will monitor it regularly.
 - The employee's building Administrator shall be permitted access to any page established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using district-sponsored sites or accounts or through Board-issued electronic accounts.
 5. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board-issued accounts, or when accessing district-sponsored social media sites or while using personal devices on the district's wireless network or while accessing district servers.
 6. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using district electronic communications devices.
 7. All communications through district-sponsored social media or Board-issued electronic accounts must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the

Personnel - Certified-Non-Certified

Social Media

information, the employee shall consult with his/her building Administrator prior to communicating such information.

8. An employee may not link a district-sponsored social media page to any personal online account or sites not sponsored by the school district.
9. An employee may not use district-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
10. An employee may not use district-sponsored social media or Board-issued electronic accounts in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Rules Concerning Personal Online Accounts

1. The Board understands that employees utilize social media and the web for personal matters in the workplace. The Board of Education reserves the right to monitor all employee use of district electronic communications devices, including a review of online and personal social media activities. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, district-issued cellular telephones or other electronic communications devices. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other Board policies.
2. An employee may not mention, discuss, reference or link to the Board of Education, the school district or its individual schools, programs or teams using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees

Personnel - Certified-Non-Certified

Social Media

may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board of Education.

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated online relationship (e.g., relative), it is not appropriate for a teacher or administrator to “friend” or communicate with a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal online accounts, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. Texting through personal cell phone or communicating through any non-district channel is prohibited.
4. In accordance with the public trust doctrine, employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on the school district’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill his/her professional responsibilities.
5. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents or others, and any individual that views an employee’s communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.
6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through district computer systems. Any access to personal online accounts and/or personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee’s duties at work.
7. All communications through personal online accounts and/or social media must comply with the Board of Education’s policies concerning confidentiality, including

Personnel - Certified-Non-Certified

Social Media

the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her building Administrator prior to communicating such information.

8. An employee may not post official Board of Education material using a personal online account without written permission of his/her building Administrator.
9. All of the Board of Education's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

Access to Personal Online Accounts

1. An employee may not be required by his/her building Administrator to provide his/her username, password, or other means of authentication of a personal online account.
2. An employee may not be required to authenticate or access a personal online account in the presence of his/her building Administrator.
3. An employee may not be required to invite or accept an invitation from his/her building Administrator or required to join a group with the employee's personal online account.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

An employee may not be disciplined for failing to provide his/her username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of his/her building Administrator or

Personnel - Certified-Non-Certified

Social Media

failing to invite his/her building Administrator or refusing to accept an invitation sent by his/her building Administrator to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide his/her username, password or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulations shall prevent the district from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, the district may require an employee to allow the district to access his or her personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide his/her username and/or password or other authentication means in order for the district to access the personal online account.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Regulation adopted: _____

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

**NEW FAIRFIELD PUBLIC SCHOOLS
NEW FAIRFIELD, CT**

GIFTS AND DONATIONS

This form must be completed and submitted for all in-kind and monetary donations to a school or the district. Donations valued at \$1,000 or more require BOE approval before acceptance of the donation or depositing of funds. A letter of acceptance will be sent by the appropriate staff member with a copy to the superintendent's office.

DATE: February 8, 2023

SCHOOL: New Fairfield High School, New Fairfield Middle School,
Meeting House Hill School

TYPE OF DONATION AND QUANTITY:

Pickleball Equipment 72 paddles (worth approximately \$2,200).
Equipment Grant - monetary grant of \$275 for each school - Total \$825.

CONDITION/AGE OF ITEM DONATED: New

DONOR: U.S.A. Pickleball

SCHOOL'S PLAN FOR USE OF ITEM(S): To assist with the implementation of PE units /to replace old, broken, lost equipment.

APPROXIMATE VALUE: \$3,025

The approximate value denoted above has been supplied by the donor. The New Fairfield Public Schools does not attest to the accuracy of this value. It is the donor's responsibility for documentation to support this valuation for tax or any other purposes.