

Board of Education Special Meeting 2024

Wednesday, June 19, 2024 7:00 PM

BOE Special Meeting Access: BOE (6/19/24 at 7 p.m.) Web:

<https://zoom.us/j/94773205222> Dial In: (929) 205-6099 Meeting ID: 947 7320 5222 , 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE MINUTES

III.A. June 6, 2024 - Regular

IV. APPROVAL OF THE AGENDA

- V. **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]***

VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS

VI.A. Chairman's Report

VI.B. Superintendent's Report

VI.C. Committee Reports

VI.C.1. Policy (*Samantha Mannion*)

VI.C.2. Field Fees

VI.D. Liaison Reports

VI.D.1. Board of Finance

VII. INFORMATION ITEMS

VII.A. FY 25 Budget Update

VII.A.1. Impact of \$750,000 Reduction

VII.B. New Fairfield Elementary School Signage

VII.C. Strides Visit

VII.D. Bus Contract Update

VII.E. Bus Trailer

VII.F. Summer Facilities Projects

VIII. **ACTION ITEMS**

VIII.A. Personnel Report

VIII.B. Board of Education Policies
Suspension of the Rules [referring to Policy 1330, Policy 3453, and Policy 5112]

VIII.B.1. Policy 1330 – Use of School Facilities

VIII.B.2. Policy 3453 – Student Activity Account

VIII.B.3. Policy 5112 – Age of Attendance

IX. **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]*

X. **FUTURE AGENDA ITEMS**

XI. **BOARD MEMBER COMMENTS**

XII. **ADJOURNMENT**

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

The New Fairfield Board of Education held a regular meeting on Thursday, June 6, 2024, at 7:00 pm via Zoom.

MINUTES – June 6, 2024

PRESENT: Dominic Cipollone (Chairman), Kathy Baker, Tim Blair, Greg Flanagan (arrived 7:34 p.m.), Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

ABSENT: None

ALSO PRESENT: Superintendent of Schools Dr. Kenneth Craw, Assistant Superintendent of Curriculum and Instruction Dr. Kristine Woleck, Director of Business and Operations Carrie DePuy, High School Principal James D’Amico, Elementary School Principal Allyson Story, Director of Pupil Personnel Services Maria Kennedy, Director of Technology Paul Gouveia, Selectman Tom Perkins and BOF member Thora Perkins

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. May 10, 2024 - Special meeting - approved by consensus
- B. May 16, 2024 - Regular meeting - approved by consensus

IV. APPROVAL OF AGENDA- Approved by consensus.

V. NEW FAIRFIELD HIGH SCHOOL STUDENT PERFORMANCE

High School Music Teacher Casey Hounsell introduced high school Senior Grace Kelly and spoke of her Independent Study. Grace Kelly showed a brief video of her performance using Music Technology. The entire BOE congratulated Grace on her performance and her success and wished her well in her future endeavors.

VI. PUBLIC PARTICIPATION

Former New Fairfield High School Principal Dr. Owen McDonnell spoke of the history of New Fairfield High School and specifically the building of the original high school. He noted that he has a plaque from the original high school and asked if the BOE could find a place to hang it in the new high school building.

VII. BOARD AND ADMINISTRATIVE COMMUNICATIONS

- A. Chairman’s Report - Dominic Cipollone thanked Veterans of “The Greatest Generation” on the 80th anniversary of D-Day. He reminded everyone that the third budget vote will be held on Saturday, June 8th.
- B. Superintendent’s Report- Dr. Kenneth Craw congratulated Jeanne Sacrider on her retirement after 45 years as a bus driver for the district.
- C. Student Representative Reports
Senior Representative Brennan Hearty noted that:
 - The SEE Fair will be held on Tuesday, June 11th.
 - High School Graduation will be held on Friday, June 21st.

Junior Representative Emilia Sedlak noted that:

- Final exams begin on June 12th.
- Many theater students received HALO awards.
- Girls' Lacrosse won SWC championships and are headed to State Championships this week.
- "Food for All Initiative" is having a food drive.

D. Committee Reports

1. Curriculum - Tim Blair noted that this subcommittee met on May 28th. They discussed the curriculum for Social Studies and US History. They also discussed the combining of the two elementary schools and how that will affect curriculum. They discussed a proposed France Study trip for 2025.

2. Policy - Samantha Mannion noted that this subcommittee met on June 5th and discussed policies related to Increasing Educator Diversity, Student Activity Account and Nonresident students. She noted that the Nonresident student policy will require landlords and renters to fill out an extra form when registering their children for school.

3. Special Education Ad Hoc - Kim LaTourette noted that this subcommittee met on June 6th. Pupil Director of Pupil Personnel Services Maria Kennedy gave a review of what was accomplished this year with the STRIDES Program. They discussed the STRIDES calendar and noted that it follows the calendar for Naugatuck Valley Community College. The subcommittee discussed Unified Sports and Unified Theater and activities and events for next year. There will be an Early Learning Center Information Night for parents in the near future.

E. Liaison Reports

1. Board of Finance

Ed Sbordone noted that the BOF met on May 22nd. They approved an Additional Appropriation of \$41,672.99 from the General Fund to the Unreserved BOE Capital and Nonrecurring fund. This must be approved at a Town Meeting.

Ed Sbordone announced that the second budget referendum on May 18th failed. He further noted that the BOF voted to recommend to the taxpayers a reduction of \$250,000 to the BOE requested increased operating budget and to add \$100,000 back to the debt expenditure from the proposed BOF recommended budget of April 29th. This will be sent to the taxpayers for a third referendum.

VIII. INFORMATION ITEMS

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

Director of Business and Operations Carrie DePuy gave an update on the high school building project. She spoke of "pickling" the propane tanks and noted that it can start once school is out for the summer.

IX. INFORMATION ITEMS/ACTION ITEMS

A. District Priorities Progress Report

Dr. Craw spoke of four district priorities that include:

- Teaching and Learning,
- Healthy Learning Environment,
- Resources to Support Learning,
- Strategic Plan Development.

Dr. Craw announced that there will be a joint meeting of the Board of Education, Board of Selectmen, Board of Finance and Permanent Building Committee on Thursday, June 13th at 6:30 p.m. to discuss solutions for the Bus Lot.

B. NFPS Strategic Plan

Assistant Superintendent of Curriculum and Instruction Dr. Kristine Woleck spoke of Strategic Planning Team and goals and committees with a timeline for action. She spoke of Instruction Action Steps to Wellness Action Steps and Summer Projects. There was a brief description of how to measure progress.

MOTION: Ed Sbordone made a motion to recommend to the full Board the approval of the NFPS Strategic Plan as recommended by the administration. Samantha Mannion seconded the motion.

IN FAVOR: Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

C. Elementary School Structure

Elementary School Principal Allyson Story spoke of the process for combining Consolidated School and Meeting House Hill School into one K-5 school. She spoke of focus groups from staff, students and families and the benefits of becoming one school.

MOTION: Kathy Baker made a motion to recommend to the full Board the approval of the consolidation of the two elementary schools under one name, New Fairfield Elementary School, beginning with the 2024-25 school year. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

D. Fiscal Year 2024-2025 Budget Update

Dr. Craw noted that the third budget referendum will be held on Saturday, June 8th. He spoke of the impact of the reduction of \$500,000 from the BOE approved operating budget. He spoke of the cumulative effects of cuts and how they affect the capital budget, the operating budget and debt service. He noted that according to NESDEC, enrollment is expected to increase.

E. Audit Update

Carrie DePuy noted that the State did an audit of old building projects and as a result, approximately \$200,000 will be given back to the Town.

X. **ACTION ITEMS**

A. Personnel Report

MOTION: Kathy Baker made a motion to recommend to the full Board approval of the Personnel Report for May 30, 2024, as recommended by the administration. Greg Flanagan seconded the motion.

IN FAVOR: Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

B. Increasing Educator Diversity Plan

MOTION: Samantha Mannion made a motion to recommend to the full Board the approval of the Increasing Educator Diversity Plan as presented to submit to the CSDE and to authorize the Superintendent to make modifications to the plan if the CSDE sends it back for revision. Ed Sbordone seconded the motion.

Dr. Craw gave a description of what defines diversity and how it affects education in New Fairfield. There was discussion as to the pros and cons of this plan and the need to hire the best possible candidate for each position.

MOTION: Ed Sbordone made a motion to call the question on the previous motion and to stop discussion. Kathy Baker seconded the motion. **IN FAVOR OF CALLING THE QUESTION:** Kathy Baker, Tim Blair, Dominic Cipollone, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone **OPPOSED:** Greg Flanagan. **IN FAVOR OF MOTION AFTER THE QUESTION WAS CALLED:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone. **OPPOSED:** Sue Huwer. **ABSTAINED:** Tim Blair

C. Board of Education Policy- Suspension of the rules referring to Policy 5141.5, Policy 4111.3 and Policy 5118

1. Policy 5141.5 - Suicide Prevention/Intervention
2. Policy 4111.30 - Increasing Educator Diversity
3. Policy 5118 - Nonresident Students

MOTION: Samantha Mannion made a motion to suspend the rules referring to Policy 5141.5, Policy 4111.3, and Policy 5118. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

MOTION: Samantha Mannion made a motion to recommend to the full Board the approval of the Board of the Education Policy 5141.5 - Suicide Prevention/Intervention. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

MOTION: Samantha Mannion made a motion to recommend to the full Board the approval of the Board of the Education Policy 4111.3 - Increasing Educator Diversity. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone **OPPOSED:** Tim Blair and Sue Huwer

There was a discussion of the pros and cons of this policy and the desire of the district to hire the best possible candidate for each position.

MOTION: Samantha Mannion made a motion to recommend to the full Board the approval of the Board of the Education Policy 5118 - Nonresident Students. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

D. International Field Trip

1. NFHS France Study Trip

World Language Teacher Heidi Edel spoke of student exchange trip to France for February 2025. This trip would be in combination with students from Joel Barlow High School. Members of the BOE asked questions of Ms. Edel about the vetting process and the number of students that would be able to go.

MOTION: Kimberly LaTourette made a motion to recommend to the full Board the approval of the international field trip to France as presented. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

E. STRIDES 2024/2025 Calendar

MOTION: Kimberly LaTourette made a motion to recommend to the full Board the approval of the 2024-25 STRIDES calendar with the following amendments: Spring semester start date of January 24, 2025, and Spring recess dates of March 17-21, 2025. Ed Sbordone seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

XI. PUBLIC PARTICIPATION

High School Principal James D'Amico thanked the New Fairfield Community and everyone that contributed to scholarships that were distributed at Scholars' Night on June 5th. He noted that over \$100,000 worth of

scholarships were awarded to New Fairfield students. He further spoke of the success of Unified Sports and Unified Theater in the district.

XII. FUTURE AGENDA ITEMS

A summary of open building projects will be discussed at a future meeting.
The next regular BOE meeting will be held on Thursday, August 15th.

XIII. BOARD MEMBER COMMENTS

Greg Flanagan spoke of the success of Scholars Night and thanked everyone involved.
Sue Huwer welcomed former High School Principal Dr. McDonnell to the meeting and noted that it was good to see him.
Kathy Baker wished everyone a good summer and reminded everyone to vote.
Samantha Mannion reminded everyone to vote.
Ed Sbordone encouraged everyone to vote “No/Too Low” at the budget referendum.
Tim Blair spoke in support of the original budget brought forth by the BOE and encouraged everyone to vote “No/Too Low.”
Dominic Cipollone encouraged everyone to vote “No/To Low” and spoke of concerns of money wasted by having multiple referendums.

XIV. ADJOURNMENT

MOTION: Kathy Baker made a motion to adjourn the meeting at 9:22 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Amy Johnson, Kimberly LaTourette, Samantha Mannion and Ed Sbordone

Respectfully submitted,
Suzanne Kloos

Community Relations

Use of School Facilities

The facilities of the New Fairfield Public Schools are available for reasonable use by organizations or groups within and outside the school system when they are not in use for school purposes. As Town facilities, members the community and school staff are encouraged to use them within the parameters of Board of Education policy and regulations. The Board shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law. The Board reserves the right, as needed, to modify such use.

The primary scheduling of facilities is for school-related activities and programs. Every attempt will be made to accommodate a community group if there is a conflict with a previously scheduled school function.

All outside groups who use school facilities may be charged a building use fee that is established by the Board of Education. The building use form will be updated as needed to reflect rules governing the use of buildings and grounds, as well as Board approved fee structures.

Buildings and Grounds

The Board shall use the annual appropriation for the operation of schools for educational purposes, but will charge extra fees for community use of buildings by Town or private agencies or individuals.

Due to increased financial investments in classroom equipment, community groups will be assigned to multipurpose areas, like the cafeteria, and gymnasium, with very limited use of classrooms. The Board of Education reserves the right to limit the hours of use and access to buildings and grounds. All individuals or groups who apply to use school facilities must follow the district's procedures. This includes the full completion of a building form ten days prior to use with the appropriate insurance on file. Food and beverages are only allowed in the cafeterias and any other area designated by the building administrators or the Superintendent of Schools.

The Superintendent may exercise discretion in denying building use if an activity is deemed inconsistent with the Board policy.

Protection of Grounds and Buildings

Students should be allowed the use of school facilities for co-curricular activities, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school regulations and provide adequate supervision. The advisors and chaperones of all student groups must adhere to current regulations for the use of school facilities.

Community Relations

Use of School Facilities (continued)

Types of Activities That Will Not Be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Fundraising campaigns, except as permitted by Board of Education policy or with the Superintendent’s discretion.
3. Any activity that may damage or permanently alter the buildings, grounds or equipment of the schools. Any damage that is incurred while using the buildings, grounds or facilities will be the financial responsibility of the organization or party.

Loitering or Causing Disturbance

All visitors must register in the school to be on school property during the school day and be issued a visitor’s badge that must be worn at eye-level. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when s/he loiters or remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. Administrators may exercise discretion with respect to the use of outside facilities.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes.
 53a-185 Loitering in or about school grounds; Class C misdemeanor
 PA 97-290 An Act Enhancing Educational Choices and Opportunities
 Equal Access Act, 20 U.S.C. ss 4071-4074
Good News Club v. Milford Central School, Sup. CT., 6-11-01

Policy adopted: October 19, 2000
 Policy amended: July 11, 2002
 Policy amended: April 26, 2012
 Policy amended: December 19, 2013
 Policy amended: June 4, 2015
 Policy amended: June 21, 2018
 Policy amended: October 5, 2023
 Appendix revised: February 15, 2024

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut

Priority List for the Use of New Fairfield School Facilities

The use of school facilities must be cost neutral by any organization that plans to use a New Fairfield Board of Education facility. Every organization is responsible for the cost of utilities, cleaning, and maintaining the facility in good operational condition. Organizations that request the use of school facilities are categorized below. The reason for these categories is to differentiate fees according to the types of organizations and the benefit of the activities for the New Fairfield community. There are other considerations to be made that take into account the hours of an event, the number of people involved, custodial needs of an event and the number of activities that are already scheduled. It is understood that all activities under the jurisdiction of the Board of Education are exempt from this priority list and are always given first priority over others. Flat fees, rather than hourly fees, can be established for activities that meet regularly at the discretion of the Superintendent.

1. Local Town Government Meetings

This category includes:

- Official Town meetings and all regular meetings open to the general public in cooperation with the Board of Education.
- Examples: Permanent Building Committee (PBC), Zoning meetings, Finance meetings, Board of Selectmen meetings, Town Meeting.

2. Parent-Teacher and other School Associated Groups

This category includes:

- a. Activities sponsored, organized and supervised directly by the Parent-Teacher Organizations or sponsored by the Board of Education and activities of other groups approved by the Board of Education.
- b. Examples: school clubs, DECA, FBLA, Booster clubs, National Honor Society, all PTO activities, extracurricular and co-curricular activities.

3. Recreation for Children and Adults (non-profit organizations; community based)

This category includes:

- Park and recreation activities.
- Non-Profit groups including Jaycees, Lions, Boy Scouts, Girl Scouts, Aquabears, swim clubs, wrestling clubs, soccer clubs, lacrosse clubs, Pop Warner Football, Babe Ruth Baseball, softball, Falcon Cheerleaders, Flash Track, Adult Education, and CCD.

4. Private Events, Commercial Ventures or Fundraising Activities with Community Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit to the New Fairfield Community.
- Examples: Private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups, civic and fraternal programs.

5. Private Events, Commercial Ventures or Fundraising Activities for Organizational Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit of the organization.
- Examples: commercial stage groups, private retail businesses, school of dance, Star-Search, private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups.

New Fairfield Public Schools Facility Fees

The following fees will be charged for the use of any New Fairfield Schools facilities (regardless of the school) room charges are by the hour and field charges are by the participant per field and per season, unless otherwise noted:

Effective beginning February 15, 2024, until further review **September 1, 2024**

Category	Per Classroom Conference Room	Gymnasium	Auditorium	Cafeteria w/o Kitchen	Cafeteria with Kitchen	Pool	Athletic Fields◇
1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0
3	0*+	\$20	\$30	\$15	\$25	\$40	\$50** ¹ +\$5 ** ³ or \$65** ² +\$5 ** ³
4	\$10*+	\$40	\$60	\$30	\$50	\$80	See Below**
5	\$25*+	\$100	\$150	\$75	\$125	\$200	See Below**
6	See Below**	See Below**	See Below**	See Below**	See Below**	See Below**	See Below**

Category 3 ~~\$40.00~~ **\$50.00** per participant per season (Flash Track fee – 50% of prevailing rate per participant)
²\$65.00 per hour for camps or limited use (fewer than 40 hours)
³\$5.00 additional per athlete seasonal charge for use of John John Pendergast Field
(Parks & Rec fee – 50% of prevailing rate for use of any outdoor facility specified in the Field Policy Agreement)

Category 4 \$150.00 per hour for 1st day use per field
\$100.00 per hour for any additional continuous days use per field
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours
\$25.00 per hour fee for lights per field

Category 5 \$200.00 per hour for 1st day use per field
\$150.00 per hour for any additional continuous days use per field
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours
\$25.00 per hour fee for lights per field

Category 6 Special Events - Cost to be determined by the Director of Buildings and Grounds and the Director, Parks and Recreation, Buildings and Grounds.

◇ Athletic Fields including Track and Tennis Courts, and John John Pendergast Field

*The Board of Education may require a \$500.00 cash bond posted for use of those areas that contain technology equipment.

Business/Non-Instructional Operations

Student Activity Account

The Principal of each school is authorized to establish and maintain activity funds in accordance with state law. The purpose of these funds shall be to ensure proper management, safe-keeping, and accountability for monies belonging to classes and student organizations, monies raised and disbursed as a result of student activities, and monies which come to the school as gifts or donations. All student activity funds from each school shall be maintained in a single student activity account for that school.

The Principals or their designee(s) shall be responsible for the proper management and accounting for the school's student activity account, in keeping with procedures outlined by the Director of Finance. The Principals shall provide the Superintendent and Business Office with monthly reconciliations of all activity accounts. All accounts shall be subject to audit.

Legal Reference: Connecticut General Statutes
 10-237 School activity funds

Policy adopted: September 16, 2010
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Business/Non-Instructional Operations

Financial Control

Student Activity Account Implementation

The Principal of each school shall be responsible for the implementation of this policy. This responsibility may not be delegated.

All student activity accounts within the New Fairfield schools will be maintained in compliance with state law, and any relevant policies set forth by the New Fairfield Board of Education.

The Principal of each school will be designated as the treasurer of the account in his/her school. The treasurer, and any other member of their staff who handles money regularly in the administration of this account, will be bonded for \$5,000.

Overview

- a) All schools that have activity funds will maintain financial records in accordance with acceptable accounting procedures.
- b) Each club or organization will have a designated treasurer who will be responsible for maintaining a record, and accounting for all financial transactions.
- c) All financial transactions on behalf of a club or organization must be authorized by an appropriate person, and evidenced by a clearly identifiable signature and date on all related paperwork.
- d) All student activities money will be kept in either a checking or savings account under the control of the Principal. All withdrawals must be authorized with both the Principal's signature and the signature of at least one other person designated as the advisor or cosigner for the club or organization.

Activity Funds/Class Funds Management and Procedures

Activity Funds Procedures

- a) All Student Activity Funds must be raised and spent only for the enrichment and direct benefit of the students. Funds shall not be used for personal gain or the private purposes of any employee of the New Fairfield School System.
- b) The building Principal is solely responsible for the funds designated to his/her building. This responsibility may not be delegated.

Business/Non-Instructional Operations**Financial Control** (continued)

c) The Director of Business and Operations shall act as custodian of these funds and shall supervise the accounting, collection, disbursement, and investment (if feasible) of all student activity funds. This activity shall be conducted in accordance with state law and all applicable Board of Education policies. The fund(s) shall be audited yearly by an independent audit firm at the Board of Education's expense.

d) Disbursement must be requested by TWO signatures, generally the Principal and the activity advisor, and shall be accompanied by appropriate invoices, receipts and/or proper explanation of the reason for the disbursement request. The Director of Business and Operations must approve all expenditure requests. All checks will also require two signatures, generally the Director of Business and Operations and the Superintendent or his/her designee.

e) Deposits must be made directly to the student activity fund not more than three days from the completion of any collection of funds.

f) The Director of Business and Operations shall act as the chairman of a committee appointed by the Superintendent, which shall consist of at least two administrators. Such committee shall meet when necessary to draft administrative procedures for the use of remaining student activity fund monies.

g) When the initial purpose of an activities fund has been satisfied, any remaining balance shall be transferred into that activity fund for the appropriate building.

Class Funds Procedures

a) A class in its senior year shall determine, at a regularly called meeting, its preference for the disposition of any funds remaining after all financial obligations have been discharged. Such disposition shall be subject to the review and approval of the administration.

b) Any sums of money for which no disposition has been made shall be evenly distributed to the school's general scholarship, awards and hardship accounts after the first class reunion or ten (10) years, whichever is sooner.

c) Beginning with the graduating class of 2024, all graduating classes will be required to submit a letter of intent regarding the future disbursement of any remaining class funds. This letter shall be submitted to the Director of Business and Operations on or before June 30th of the year of graduation. This letter will be kept on file for the duration that the funds remain under the stewardship of the New Fairfield Public School District. Class fund accounts that do not have an accompanying letter of intent on file by June 30th of the year of graduation will be divested, and any remaining monies will be evenly transferred into the school's general scholarship, awards and hardship accounts.

It is the responsibility of the senior class advisor to assure that the senior class and its officers are advised of this policy.

Business/Non-Instructional Operations

Financial Control (continued)

Legal reference: Connecticut General Statutes

10-237 School activity funds

Regulation approved: October 19, 2000
Regulation reapproved: June 21, 2007
Regulation revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Students

Ages of Attendance/Admissions/Placement

The New Fairfield Board of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the New Fairfield Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate. The Early Admission Process shall be available only for a child who will reach the age of five on or after September 2 and before January 1 of the school year.

Legal Reference:

Connecticut General Statutes

- 10-15c Discrimination by public schools prohibited. School attendance for five-year-olds
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies, and procedures
- 10-184 Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

Policy adopted:	March 21, 2002	NEW FAIRFIELD PUBLIC SCHOOLS
Policy readopted:	June 16, 2005	New Fairfield, Connecticut
Policy revised:	March 5, 2020	
Policy revised:	November 4, 2020	
Policy revised:	December 2, 2021	
Policy revised:		

Students

Ages of Attendance/Admissions/Placement

In accordance with state law, effective July 1, 2024, the New Fairfield Public Schools (the “District”) are open to all children five years of age and over who reach age five on or before September 1 of any school year. A child who has not reached the age of five on or before September 1 of the school year may be admitted to kindergarten only (1) upon a written request by the parent or guardian of the child to the principal of the school in which the child would be enrolled based on District residency requirements, and (2) following an assessment of the child, conducted by the principal of the school and an appropriate certified staff member of the school, to ensure that admitting the child is developmentally appropriate (“Early Admission Process”). The Early Admission Process shall be available only for a child who will reach the age of five on or after September 2 and before January 1 of the school year.

I. Assessment

- A. The District will assess a child who does not meet the statutory age requirement if admission of such child is requested in writing by a child’s parent or guardian. Such request must be sent by electronic mail to the principal of the school in which the child would be enrolled based on District residency requirements (the “Building Principal”) and must be received by the Building Principal no later than January 15.
- B. The Building Principal and an appropriate certified staff member of the school (together, the “Assessment Team”) will conduct an assessment of the child to gather information pertaining to the question of whether admitting the child is developmentally appropriate.
- C. The Assessment Team will take a holistic approach to assess a child’s developmental level in a variety of developmental domains (e.g. cognitive, social-emotional, physical development and health, etc.). The Assessment Team will use the Connecticut Early Learning and Development Standards (ELDS) as a guide to assessing a child’s developmental level.
- D. The Assessment Team will obtain information from the parent or guardian as part of the assessment.
- E. The Assessment Team will assess children whose parents request early admission at specifically defined times. If the request for early admission is received before January 15, the Early Admission Process will occur in February. If the request for early admission is received on or after January 15, the Early Admission Process will occur in April. All requests for early admission must be submitted by March 1.
- F. The Early Admission Process will be administered universally across all schools in the District that operate kindergarten classrooms.

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II. Children with Disabilities

- A. All parents and guardians, including those of children with disabilities, may request early entry to kindergarten pursuant to the Early Admission Process in Section I.
- B. For a child with an Individualized Education Programs (IEPs), the Early Admission Process will be individualized and in alignment with the documented IEP accommodations/modifications in Section 5 (Supplementary Aids and Services) and Section 11 (District and State Testing).
- C. For a child with a Section 504 plan, the Early Admission Process will be individualized and in alignment with the accommodations documented in the child’s 504 plan.

III. Notification

The District will strive to notify parents and guardians who have requested their child be granted early admission to kindergarten as soon as possible.

Legal Reference:

- Conn. Gen. Stat. § 10-15c Discrimination by public schools prohibited. School attendance for five-year-olds
- Conn. Gen. Stat. § 10-220 Duties of boards of education
- Conn. Gen. Stat. § 10-221 Board of education to prescribe rules, policies, and procedures
- Conn. Gen. Stat. § 10-184 Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

Connecticut State Department of Education, *New Entry Age for Kindergarten: Considerations for Connecticut Schools*, October 23, 2023.

Regulation adopted:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut