

Policy Subcommittee Special Meeting

Monday, November 17, 2025 7:00 PM

Meeting Access: Policy Subcommittee (11/17/25 at 7:00 p.m.) Web:

<https://zoom.us/j/94968134456> Dial In: (929) 205-6099 Meeting ID: 949 6813 4456, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF MINUTES

II.A. October 22, 2025 - Regular

III. INFORMATION/ACTION ITEMS

III.A. Policy 7000 - Concepts and Roles in Planning for Educational Facilities

III.B. Bylaw 9311 – Formulation, Adoption, Amendment of Policies

III.C. Bylaw 9312 – Formulation, Adoption, Amendment of Bylaws

III.D. Bylaw 9313 – Formulation, Adoption, Amendment of Administrative Regulations

IV. OTHER

V. ADJOURNMENT

BOARD OF EDUCATION, NEW FAIRFIELD, CT
Policy Subcommittee Meeting

Name of Subcommittee: Policy Meeting type: Regular
Date of Meeting: 10/22/25 Place of Meeting: Zoom
Members present: Amy Johnson, Kimberly LaTourette, Samantha Mannion
Members absent: Kathy Baker
Other attendees: Ken Craw, Kris Woleck, James D'Amico, Paul Gouveia, Kathy Hanley, Dominic Cipollone, Sue Huwer, Ed Sbordone
Minutes submitted by: Kim LaTourette
Meeting Access: Policy Subcommittee (10/22/25 at 7:00 p.m.) Web:
<https://zoom.us/j/92763608606> Dial In: (929) 205-6099 Meeting ID: 927 6360 8606

The meeting was called to order at 7 p.m.

II. APPROVAL OF MINUTES

A. September 24, 2025

Motion: To approve the minutes of September 24, 2025, as presented

Made by: Amy Johnson

Seconded by: Kim LaTourette

Recording of Vote: All in favor

III. INFORMATION/ACTION ITEMS

A. Policy 5131.6 – Alcohol, Drugs and Tobacco – Dr. Craw mentioned a concern by a parent in regard to a vaping incident and we wanted to be responsive and discuss this policy here. Kris shared a presentation and Kathy Hanley from the Coalition joined our meeting as well. Members of NFPS staff met with the Western CT Coalition to examine our context and current research regarding student/underage vaping and tobacco use. There was an attitudes and behavior survey given in 2023. There had been some positive trends with percentage of use in the last 30 days, perceived risk, parents feeling that vaping is wrong, friends feeling that vaping is wrong. We did see at that time though that 65% feel that it is easy to get a vaping device. This was an increase from 22% in 2019. They may access them from friends, vape/smoke shops, family members.

We want to see what we can do to enhance our prevention and education efforts. Kathy Hanley spoke about her program and how funding has been increased to help prevention with youth (under 21 years of age). Our data is similar to the surrounding towns. Youth continue to be marketed with these products by the retail industry and unfortunately, they are widely available. Almost 50% of kids who are vaping also say that they want to quit - it is important to give them resources to help them quit.

Kris Woleck shared information about what we are currently doing in our curriculum to help prevent students from using nicotine. Standards apply to content beginning in 3rd grade. Lessons are happening in Health education, as well as providing students with counseling services. We have supervision and monitoring in place. We do have interventions and resources available for students and families in need.

James D'Amico also attended the meeting and shared information about disciplinary action that may be taken in regard to our Code of Respect and Responsibility. We have policies in place and would like to enhance them to provide more resources for families and build that into our disciplinary actions. There was a discussion about installing sensors and their efficacy. Paul Gouveia and Kathy Hanley shared data that they have collected over time. Kim made comments in regard to needing students, parents, and community members saying something when they see something and having a shift in mindset from "ratting someone out" to "reporting an unsafe situation" where someone may be harming themselves or hurting someone else. Sue asked what

happens to a student who is caught vaping - 1st offense includes counseling, restrictions on the PASS system, possible suspensions. Multiple violations will result in more consequences. It is very important to find the "why" behind the usage of drugs.

B. Policy 7000 - Concepts and Roles in Planning for Educational Facilities

Ken mentioned that this is on the agenda because of a request from the board, as well as a community member, to discuss naming a field after one of the coaches. Samantha shared that we had approved this policy in June. She said that it states we will not be renaming fields. Kim stated that we put into place the Rebels Hall of Honor, that we would need to hear from the public and then discuss with the Superintendent and board to recognize athletics, theater and arts. Most of the members agree that if a facility is named after someone, there needs to be clarity on criteria and process. Some members do not agree with naming facilities at all - that coming up with criteria will be very difficult, and we would run out of facilities to name. It was agreed upon that this policy may be incomplete as far as naming facilities. A member of the community, Anthony, asked if there is a need to name a facility and how that need can come from a variety of different places/reasons. He mentioned a family that has dedicated three generations contributing to the baseball program - youth and high school programs. The Garbowski family has created an aspiration to be a part of the baseball program. Anthony spoke about how the field could always be renamed if need be in the future. Braden Quinn mentioned that the HS field doesn't currently have a name and shared his thoughts as to why the field should be named after the Garbowski family. Pat Toth also shared his thoughts and mentioned some other contributions that the Garbowski family has made for the baseball program.

C. Policy 1321.2 – Public Videotaping of Educational Activity

Two changes were made to this policy, after discussing it with our attorney, in regard to videotaping in public that may create a safety and security risk. There was a brief discussion requesting that an individual ask for permission if they are unsure if videotaping is approved or not.

Motion: To have the administration make the changes discussed

Made by: Samantha Mannion

Seconded by: Kim LaTourette

Recording of Vote: All in favor

Motion: To bring this policy to the full Board with the changes being made

Made by: Samantha Mannion

Seconded by: Amy Johnson

Recording of Vote: All in favor

IV. OTHER – none

V. ADJOURNMENT

Motion to adjourn: Made by: Samantha Mannion

Seconded by: Kim LaTourette

Recording of vote: All in favor

Meeting adjourned at: 9:07 p.m.

Construction

Concepts and Roles in Planning for Educational Facilities

Construction

This policy governs major renovation and construction projects which are determined through budgetary process. Projects which are implemented by the local legislative body and are not maintenance oriented are governed by this policy. For Cap and Non projects see Policy 7110. Regular maintenance and repair are part of ongoing operations and are not governed by this policy.

Concepts and Roles in Planning for Educational Facilities

It shall be the policy of the Board of Education to plan for educational facilities. The Board shall maintain an instrument for determining the need for new facilities or for major facility improvements. The instrument shall be reviewed at least biannually. The instrument may incorporate local demographics, community use of educational facilities, projected enrollments, local educational philosophies and policies, existing and planned educational programs, existing facilities, and the ability of the local electorate to provide needed facilities.

The policy reflects the responsibility of the Board of Education to plan for education facilities and the local legislative body's responsibility to raise funding for and to construct needed educational facilities. This policy governs major renovation and construction projects. The definition of a major renovation or construction project is determined through budgetary process. Projects which are implemented by the local legislative body and are not maintenance oriented are governed by this policy.

A. Goals and Objectives

- (1) Identify an educational need for a new facility or renovation to an existing facility.
- (2) Plan for a new facility or renovation to an existing facility.
- (3) Gain public approval for the construction or renovation of a facility.
- (4) Construct or renovate a facility in cooperation with the Town's Permanent Building Committee.

B. Assumptions

This policy assumes all educational programs will be housed in spaces that comply with all applicable building codes and regulations. Further, this policy assumes that spaces provided to educational programs shall not hinder the attainment of educational goals and objectives and that the goal of the Board of Education is to provide facilities with the best possible conditions for attaining educational goals.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

C. Community

- (1) It is recognized that public educational facilities are constructed primarily for public educational activities, but are owned by the public and will be made available for public use wherever that use does not adversely effect educational activities. The design of educational facilities shall take into consideration public use and make accommodations for that use wherever practical and consistent with building use practices. Some of the community uses which shall be considered include recreation, use of facilities for emergency shelters and by non-profit organizations.
- (2) Community demographic information will be considered. Information to be considered shall include road maps with existing and planned sidewalks, maps and descriptions of existing and planned industrial and housing changes, population statistics and local and regional planning studies past, present, and future.

D. Enrollment

The projection of student enrollment is an essential element in educational facility planning. However, any projection is based upon assumptions and subject to inherent weaknesses. Projections will be considered the best estimate at a given point in time. Therefore, enrollment projections shall be updated annually or when new data becomes available or when assumptions change or prove untrue.

- (1) The methods that may be used to predict enrollment include cohort survival, students per dwelling unit and/or percentage of total population.
- (2) Some of the statistics concerning enrollment which will be maintained include the past 5 (five) year enrollment, 8 (eight) year predictions, and enrollment summaries by school for past year, present year, and next year. Other statistics will include non-public school enrollment by grade level and students with identified learning disabilities by district and by grade for each school. Existing school districting maps and plans to redistrict will be included.

E. Educational Philosophies and Policies

To the extent that educational philosophies and policies affect facilities, they will be considered in the development of the educational facility plans.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

F. Educational Programs

Educational facilities must be based on the activity to be housed. Facilities that do not conform fully hinder fulfillment of the goals and objectives of the programs housed as well as the philosophy and objective of the curriculum.

G. Facilities

Planning for educational facilities will take into consideration the capacity of existing facilities and systems and their adequacy to house existing educational programs and the physical condition of the facilities.

- (1) The instrument will consider individual building inventories consisting of construction dates, renovation dates, floor plans, legal capacity by space, type of construction, listing of educational spaces and handicap access information. Such information will also be shared with the Town's Permanent Building Committee.

- (2) Retirement of Buildings

A building operated by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to the current needs or projected needs of the district. Recognizing that the closure of a facility may well be an emotional one, the Board of Education will appoint a committee representing a cross-section of opinion in the school district and the community as well as representing the people in the area served by the facility to study the issue and to recommend alternatives for the Board to consider, including retirement, alternative use, remodeling, continuation in use, or any other recommendations the committee might choose to make.

When a building is retired and determined to no longer serve an educational purpose it shall be returned to the Town and shall no longer be operated or maintained by the Board of Education.

- (3) Naming of Facility

It shall be the prerogative of the Board of Education to establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school. When the need has been determined, guidelines will be established by the Board of Education and input will be sought from members of the community.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

Ordinarily a facility will not be renamed unless the current name becomes obsolete or inappropriate because of the community it serves or the program it houses. The approval to name a facility or recognize a donor will not last beyond the reasonable life of the facility.

If the Board chooses to recognize a major donor in its naming of facilities, the Board will incur no obligation to the donor beyond the agreed upon recognition.

The Board recognizes the New Fairfield Rebels Hall of Honor to be the preferred forum to honor individuals and groups who have made significant contributions to the school community.

No plaques, signs or memorials in recognition, honor or memory of any person or organization shall be placed in or on any school facility without the recommendation of the Superintendent and the approval of the Board.

The naming of any school facility or field in honor of a member of the community shall be at the sole discretion of the Board of Education. The Board shall follow an established process that includes opportunities for public input prior to any final decision. The procedures and criteria for considering such requests are outlined in the administrative guidelines accompanying this policy.

H. Finance

The Town has the responsibility of funding the construction of educational facilities. The Board of Education recognizes the need to plan new facilities, in cooperation with the Town's Permanent Building Committee, within the Town's ability to pay. Therefore, liaison shall be established with the Town when a particular need is determined for new facilities or for improvement to existing facilities. After a project has been identified an estimate of the cost will be developed and given to the Town for consideration and inclusion in the Town's long-range Capital Improvement Plan.

All possible sources of funds that will help defray direct costs to the local taxpayers including, but not limited to, State Department of Administration Services grants and Federal grants will be investigated. Funding options shall be discussed with the Board of Finance as early as possible following identification for the need of a construction project.

I. Conclusions

A list of facility inadequacy and/or future needs shall be developed and presented to the Board of Education for their consideration.

Construction

Concepts and Roles in Planning for Educational Facilities (continued)

Legal Reference: New Fairfield Code of Ordinances, Division 8, Building Committee

Policy adopted: May 1, 2003
Policy revised: June 21, 2007
Policy revised: June 19, 2008
Policy revised: December 4, 2008
Policy revised: June 6, 2019
Policy revised: June 5, 2025

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Administrative Guidelines for Naming a School Field After a Member of the School Community

Purpose

These guidelines are intended to ensure a fair, transparent and consistent process for naming a school field after a member of the community. The procedures outlined below promote community engagement, uphold district values and maintain the integrity of the Board's decision-making process.

Process

When the Board determines that naming a field after a member of the community may be appropriate, the following process shall be followed:

Submission of Nominations

- Nominations may be submitted by any member of the community, staff, student, or alumni.
- Nominations shall be made in writing to the Superintendent and must include:
 - The nominee's full name and biographical information.
 - A description of the nominee's significant contributions to the New Fairfield Public Schools.
 - A rationale explaining why the individual's name should be associated with the specific field.

Initial Review

- Upon receipt, the Superintendent will acknowledge the nomination and conduct a preliminary review to ensure the submission is complete and meets the general intent of this regulation.
- The Superintendent will then forward qualifying nominations to the New Fairfield Rebels Hall of Honor Committee for evaluation.
- The Hall of Honor Committee will review all nominations to ensure they meet the criteria of merit, appropriateness, and alignment with district values and standards.
- The Committee may request additional information, conduct interviews, or consult with district administrators as needed to complete its review.
- Following its review, the Committee shall provide a written recommendation to the Superintendent indicating whether the nomination is supported.
- If the nomination receives support from the Hall of Honor Committee and the Superintendent, the proposed naming will be forwarded to the Board of Education and announced publicly to initiate the public input process.

Public Input

- A period of not less than 30 days shall be provided for written public comment.
- Notice of the proposed naming and instructions for submitting public comment shall be made available through district communications.
- The Board also welcomes public comment during its regular meetings prior to taking final action.

Board Deliberation and Action

- Following the public input period, the Board of Education will deliberate in public session.
- Approval of a facility or field name requires a majority vote of the full Board.
- The Board reserves the right to accept, modify, or decline any recommendation.

Criteria for Consideration

In evaluating nominations, the Hall of Honor Committee, Superintendent, and Board of Education will consider the following:

- **Significant Contribution:** The individual must have made a substantial, positive, and lasting contribution to the New Fairfield Public Schools.
- **Distinguished Service:** Consideration may be given to those whose distinguished service, leadership, philanthropy, or volunteerism significantly benefited the district.
- **Character and Integrity:** The individual should exemplify high standards of personal integrity, ethical conduct, and respect consistent with the values of the school district.
- **Community Connection:** The individual's association with the New Fairfield Public Schools should be meaningful and well established.
- **Historical or Educational Relevance:** Preference may be given to individuals whose contributions reflect or advance the district's mission, vision, or educational purpose.
- **Timing:** Ordinarily, individuals shall not be considered for naming honors until at least two years after their retirement, departure from active service, or death, unless the Board determines otherwise for exceptional reasons. Posthumous nominations are permitted but must follow all of the criteria.
- **Avoidance of Conflict:** Current employees, sitting Board of Education members, or active public officials will not ordinarily be considered for naming recognition.

Duration and Review

- The naming designation shall remain in effect for the reasonable life of the facility or field.
- The Board retains the authority to remove or alter a facility name if it becomes obsolete or inconsistent with community values.

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

The New Fairfield Board of Education considers policy development its chief function, along with periodic review through its policies. It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; and it is through study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations.

It is the intent of the Board to develop policies and put them in writing so that they serve as guidelines and goals for the successful and efficient functioning of the public schools.

Written policies serve as guidelines for the discretionary actions of all district employees and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. Thus policy development is an ongoing process.

Policy Adoption

Adoption of new policies and changing existing policies are solely the responsibility of the Board.

Policies will, barring emergencies, be adopted or amended after consideration for at least thirty days by the Board of Education. The time between Board meetings shall permit further study, and also provide an opportunity for interested parties to be heard on the matter. Regarding matters of unusual urgency, the Board may waive the above procedures and take immediate action to adopt or revise existing policies. When such immediate action is necessary, the Superintendent shall inform interested groups or individuals as to the reasons for the waiver for this procedure.

The agenda and minutes shall be marked to indicate policy matters. The formal adoption of policies shall be by majority vote of the Board of Education in attendance and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Bylaws of the Board

Formulation, Adoption, Amendment of Policies (continued)

Policy Dissemination

The Superintendent is directed to establish and maintain an orderly plan for making pertinent policies of the Board known to staff members, students, and others affected by them.

The Superintendent shall arrange to disseminate to staff members all new policies that affect them and their work and shall also provide easy access to an up-to-date policy collection for all employees of the school system and members of the Board.

The Board's policy manual shall be considered a public record and shall be open for inspection at the Board offices.

Reference: Robert's Rules of Order, Revised

Bylaw adopted by the Board: June 23, 1999
Bylaw readopted: May 3, 2007
Bylaw revised: April 1, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revision of existing bylaws must be adopted by a majority vote of all members of the Board of Education. This adoption will usually occur during the second of two regularly scheduled meetings of the Board of Education, not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments, or revisions shall have been described in writing.

Reference: Robert's Rules of Order

Bylaw adopted by the Board: June 23, 1999
Bylaw readopted: May 3, 2007
Bylaw revised: April 1, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education-adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Bylaw adopted by the Board: June 23, 1999
Bylaw readopted: May 3, 2007
Bylaw reviewed: April 1, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut