



**AGENDA**

Please click [here](#) to stream the meeting live on YouTube @EllingtonPublicSchoolsCT.

**6:00 PM**

- I. Call to Order & Roll Call**
- II. National Anthem** - by 7th Grade Chorus, Ellington Middle School
- III. Special Recognition(s)**
  - A. Future Business Leaders of America with Mr. Timothy Bifolk, EHS Business Teacher
- IV. Board Chair Report**
- V. Citizens & Staff Forum**
- VI. Consent Agenda**
  - A. Approval of Minutes: Regular Meeting, March 27, 2024, 6:00 p.m.
  - B. Human Resources Monthly Report
- VII. Report & Discussion Items**
  - A. Special Reports
    1. UPDATE - Windermere Building Project and HVAC Project Funding - Ms. Alisha Carpino, Director of Finance and Operations, Kelly Nelli and Jack Butkus, Arcadis
    2. UPDATE - Special Education Service Increases and Implications for Pre-K Programming - Ms. Sara Spak, Special Ed. Supervisor and Ms. Alisha Carpino, Director of Finance and Operations
  - B. Regular Board Committee Reports
    1. Curriculum
    2. Policy
    3. Operations
    4. Finance
    5. Communications
  - C. Administrative Reports
    1. Superintendent's Report
    2. Directors' Reports
      - a) Monthly Finance Report – Ms. Alisha Carpino, Director of Finance and Operations
  - D. Board Liaison Reports
- VIII. Action Items**
  - A. Second Read to approve the Repeal and Replacement of the current Bylaws of the Board, 9000 Series as written with the proposed Board Bylaws, 9000 Series, as presented.
  - B. First Read to Adopt Revisions to Policy 2010, Retention of Electronic Records and Information
  - C. First Read to Adopt Revisions to Policy 3450, School Activity Funds
  - D. First Read to Adopt Revisions to Policy 4200, Employee Use of District Computer Systems and Electronic Communications
  - E. First Read to Adopt Revisions to Policy 5860, Student Use of District Computer Systems and Electronic Communications
  - F. First Read to Adopt Revisions to Policy 5150, Field Trips
  - G. First Read to Adopt Revisions to Policy 5870, Suicide Prevention and Intervention
  - H. First Read to Adopt Revisions to Policy 6147, Grade Weighting/Class Ranking and Calculations of GPA
  - I. First Read to Adopt New Policy 5050, Admission to the Public Schools at or Before Age Five
- IX. Correspondence/Roundtable**
- X. Adjournment**



**TO:** The Ellington Board of Education  
**FROM:** Dr. Scott V. Nicol, Superintendent  
**RE:** Board Bulletin  
**DATE:** April 24, 2024

**Regular Meeting, 6:00 p.m.**

**I. AGENDA COMMENTS AND RECOMMENDATIONS**

**A. Call to Order & Roll Call**

**B. National Anthem/Pledge of Allegiance (Pre-Recorded)**

**C. Special Recognition**

1. Future Business Leaders of America with Mr. Timothy Bifolk, EHS Business Teacher

**D. Citizen & Staff Forum**

**E. Board Chair Report**

**F. Consent Agenda**

1. Approval of Minutes: Regular Meeting, March 27, 2024, 6:00 p.m. – **See attached**
2. Human Resources Monthly Report – **See memo**

**G. Reports & Discussion Items**

1. Special Reports

- a. UPDATE—Windermere Building Project and HVAC Project Funding – Ms. Alisha Carpino, Director of Finance and Operations, and Kelly Nelli, Project Manager, Arcadis – **See memo**
- b. UPDATE—Special Education Service Increases and Implications for Pre-K Programming – Sara Spak, Special Ed. Supervisor & Alisha Carpino, Director of Finance and Operations – **See memo**

2. Regular Board Committee Reports

- a. Curriculum – **Next meeting, April 23, 2024, 5:45 p.m.**
- b. Policy – **See attached**
- c. Operations – **See attached**
- d. Finance – **Next meeting, May 14, 2024, 5:00 p.m.**
- e. Communications – **Next meeting, May 13, 2024, 5:00 p.m.**

3. Administrative Reports

- a. Superintendent's Report
- b. Directors' Reports
  - i. Monthly Finance Report – Ms. Alisha Carpino, Director of Finance and Operations – **See attached**

4. Board Liaison Reports

**II. ACTION ITEMS – See attached**

A. Second Read to approve the Repeal and Replacement of the current Bylaws of the Board, 9000 Series as written with the proposed Board Bylaws, 9000 Series, as presented.

B. First Read to Adopt Revisions to Policy 2010 Retention of Electronic Records and Information

C. First Read to Adopt Revisions to Policy 3450 School Activity Funds

D. First Read to Adopt Revisions to Policy 4200 Employee Use of District Computer Systems and Electronic Communications

E. First Read to Adopt Revisions to Policy 5860 Student Use of District Computer Systems and Electronic Communications

F. First Read to Adopt Revisions to Policy 5150 Field Trips

G. First Read to Adopt Revisions to Policy 5870 Suicide Prevention and Intervention

H. First Read to Adopt Revisions to Policy 6147 Grade Weighting/Class Ranking and Calculations of GPA

I. First Read to Adopt New Policy 5050 Admission to the Public Schools at or Before Age Five

**III. CORRESPONDENCE/ROUNDTABLE**

**V. ADJOURNMENT**

A Regular Meeting of the Ellington Board of Education was held on Wednesday, March 27, 2024, in the Ellington High School Library Media Center, 37 Maple Street, Ellington, CT 06029.

**The meeting was called to order at 6:01 p.m. by Chair Jennifer Dzen.**

**PRESENT** Chair Jennifer Dzen, Vice-Chair Kerry Socha, Secretary Jennifer Mullin, Gary Blanchette, Marcia Kupferschmid, Angela Moser (virtual), Miriam Underwood, Dr. Lenora Williams, Michael Young (virtual)

**ABSENT** Steve Viens

**ALSO PRESENT** Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction  
Ms. Alisha Carpino, Director of Finance and Operations  
Dr. Kristy LaPorte, Director of Special Services  
Dr. Scott V. Nicol, Superintendent of Schools  
Ms. Carolyn Yakaitis, Coordinator of Human Resources

**NATIONAL ANTHEM**

The Star Spangled Banner was performed by Ellington High School student, Mollie Virkler.

Watch [HERE](#)

**SPECIAL RECOGNITIONS**

**Board Appreciation Month**

Ellington High School Steel Drum students performed two songs, "La Bamba" and "Crazy Love" directed by Matthew DeLassus, Director of Instrumental Music.

Watch [HERE](#)

Ellington Middle School Drama Troupe performed a scene from *The Little Mermaid, Jr.*, directed by Emma Czaplinski, Language Arts Teacher and Drama Troupe Director. The show will be held at EMS on April 26th and April 27th at 7:00 p.m.

**BOARD CHAIR REPORT**

Chair Dzen shared that the budget process is still taking place. The Board of Finance will be holding its budget Public Hearing on April 9, 2024, in the Ellington High School Auditorium at 7:00 p.m. After that meeting, the Board of Finance Budget Deliberations will take place on April 11, 2024, at 6:00 p.m. at the Town Hall. Chair Dzen also shared that this month is Board Appreciation Month, she shared her thanks and appreciation for the time and effort that the Board puts into being present and caring for the community.

Watch [HERE](#)

**CITIZEN & STAFF FORUM**

Mr. Christopher Kennedy of 314 Jobs Hill Road, Ellington, CT, addressed the Board.

Watch [HERE](#)

**CONSENT AGENDA**

1. Approval of Minutes: Regular Meeting, February 28, 2024, 6:00 p.m.
2. Approval of Minutes: Special Workshop, March 5, 2024, 5:45 p.m.
3. Human Resources Monthly Report

Watch [HERE](#)

Chair Dzen asked if anyone wished to remove any item(s) from the Consent Agenda. Hearing none, Chair Dzen announced that the Consent Agenda stands.

## **REPORT AND DISCUSSION ITEMS**

### **SPECIAL REPORTS**

Watch [HERE](#)

#### **Progress on Data Visualization Approaches**

##### **Mr. Oliver Barton, Assistant Superintendent & Mr. Michael Nash, EMS Co-Principal**

The District Improvement Plan and Superintendent Goals for 2023-24 both included work on assessing current practices in the use of data, supported by technology and data visualizations, to inform instruction and curriculum implementation. A robust tool has been developed for the middle school. The tool has proven useful at that level and is serving as a prototype for a K-6 dashboard. The new tool is used for decision-making on support for students with academic needs. It helps analyze key data points across time. The tool presents a broad picture, with multiple data points, rather than a single moment in time or one type of assessment. One area of concern before Infinite Campus was the difficulty of following a full thread of data, including items that were scored in previous school years or at previous schools. This data visualization allows easy access to historical performance data and intervention support that was previously tedious or impossible to access. The next steps include: continuing the district data team collaboration across schools and levels, implementing the data visualization tool at the elementary level (K-6), and creating new data visualizations that incorporate data beyond academic scores (behavior, attendance, etc) to identify students in need of support.

### **REGULAR BOARD COMMITTEE REPORTS**

Watch [HERE](#)

#### **Curriculum**

Committee Chair, Mike Young shared that the committee met on March 26, 2024, and reviewed updates on the implementation of the Teacher Evaluation Process being piloted in the District. Ellington designed its pilot process with those guidelines in mind refocusing the evaluation away from a broad view. Last year the Professional Development and Evaluation Committee (PDEC) began reviewing the guidelines and current evaluation protocols, proposed a process and a pilot that was presented to the Curriculum Committee, and the pilot began in Fall 2023. Mr. Barton described how the Ellington Teacher Evaluation Process Pilot (TEVAL) can be tied into new initiatives (such as the new early reading program, CKLA) so that teacher learning and curriculum revisions, and student learning can all be aligned. Mr. Barton reported that the PDEC will continue to meet to guide the continued implementation process. Dr. Young shared that based on a survey conducted, teachers are positive about the new process. Dr. Nicol commented on the new process compared to past practices. Chair Dzen opened the floor for Board member questions and discussion.

#### **Policy**

The next meeting is on April 2, 2024, at 4:00 p.m.

#### **Operations**

The next meeting is on April 9, 2024, at 5:00 p.m.

#### **Finance**

Alisha Carpino, filling in for Steve Viens, shared that the committee met on March 12, 2024, and discussed the 2024 Budget updates and the current status of the 2025 budget. Ms. Carpino stated that excess cost money had been received and another payment is anticipated. The committee discussed information on the current state of salaries and general supplies.

#### **Communications**

Jenn Mullin reminded everyone to share photos!

### **ADMINISTRATIVE REPORTS**

Watch [HERE](#)

#### **Superintendent's Report**

##### **Dr. Scott V. Nicol, Superintendent**

Dr. Nicol shared that when he started in Ellington almost ten years ago, he was told that Ellington was "Superintendent Heaven". Dr. Nicol stated that the only way for a Superintendent to say that is to have an

amazing working Board even though faces have changed and the general sentiment is Board members and the Superintendent work together, caring about the right things, and working in the spirit of a team and not as individuals; this is his appreciation to the Ellington Board of Education. Dr. Nicol also took a moment to recognize his Executive Assistant, Tracey Deptula, for her work not only during Board Appreciation Month but every day in the work that she does.

Dr. Nicol shared that Anthem provides money for wellness activities. This year we asked for approval for 20k towards a speaker system for the Football field to be used at other events such as Graduation, and it was approved. Additionally, other exciting updates include the field lights and that the district is close to announcing a new Football Coach.

Lastly, Dr. Nicol shared that the Policy committee worked to prepare the 9000 Series, Board Bylaws, to move to the first read. There is an action item on the agenda to approve this recommendation.

### **Director's Report**

#### **Monthly Financial Report**

Watch [HERE](#)

#### **Ms. Alisha Carpino, Director of Finance and Operations**

The current balance on the budget of \$45,083,347 is \$137,796. This includes all encumbrances, pre-encumbrances, accounts payable, and payroll through March 12, 2024. Non-certified salaries, non-certified substitutes, group insurance, administrative Services, and tuition contributed to the material variances in the budget. Jen Dzen asked about the soft freeze. Ms. Carpino stated that with the current balance, a soft freeze will remain in place and spending will be watched closely throughout the remainder of the fiscal year.

### **BOARD LIAISON REPORTS**

Watch [HERE](#)

Student Liaison, Noelle Krawnsinski reported the following points:

1. Winter Sports Award Ceremony was held on March 18, 2024. Congratulations to all the winter student-athletes!
2. UKnighted Week with many special events including Crazy Sock Day for National Down Syndrome Awareness, UKnighted Basketball Game, and Spirit - "Kindness Banner" and paper links project.
3. A successful Red Cross Blood Drive was held at EHS
4. Extended Advisory Period for Heritage Week
5. SAT DAY: March 28, 2024
6. No School: March 29, 2024

### **PBC**

Gary Blanchette shared that the committee met on March 12, 2024. Two items were affecting the contingency plan - a concrete vault is needed to protect the pumping system and a rock ledge removal. Steel has been erected on the Windermere building site. The schedule was changed a little, rather than summer moving in, Christmas break is the new target. Storage trailers may be needed. The cafeteria is going to get started for construction the day after school ends. The schedule is behind slightly due to some changes and weather but everything is going well and the projects are moving. Mr. Blanchette asked Ms. Carpino to share an update on the HVAC project. Ms. Carpino and Dr. Nicol added that we are continuing to work with the state and looking into other funding options such as grants.

### **Center School**

Liaison Kupferschmid shared that the Spring Concert will be held on May 7th. On May 18th Center School students will sing the National Anthem at the Yard Goats game. Center School is hosting the Revolutionary War Day on May 24th for all fifth graders. Liaison Kupferschmid shared that Center School awards a "Crystal Apple Award" to a teacher. A committee selects who is recognized through a detailed process. She also shared that she was able to attend Read Across America Day.

## **BASES**

Liaison Jenn Mullin shared that there will be five students taking the SAT on SAT Day. The Transition Program received a 15k grant to start a printing business. Three new students joined Secondary BASES with a 4th joining soon. TEPSEP is beginning a hiking series at Soapstone Mountain, earning a PE credit, led by a paraeducator with a degree in forestry. Elementary BASES hosted a graduation ceremony and it was very well attended by family and friends. The program is also continuing to hold family sessions throughout the month. The sessions are intended to assist families in creating consistency with expectations between home and school by collaborating with the teachers.

## **Shared Services**

Jenn Dzen shared the committee did not meet but shared that she attended Read Across American Day, and read at Windermere School in K-4th grade classrooms. Additionally, she shared that the Board presented the budget at the Board of Finance meeting on March 13, 2024, and she gave a shout-out to Ms. Alisha Carpino and Dr. Scott Nicol for a job well done.

## **Board of Selectmen**

Kerry Socha shared that the Town will be installing solar carports and EV charging stations, and landscaping improvements are set to be made along Maple Street and at Hall Memorial Library. She also gave a shout-out to Ms. Liz Nord, a former Board member, who has been appointed to the Permanent Building Committee. Human Resources is using money received from opioid settlement to create a presentation on addiction and recovery at EHS. The Ellington Farmers Market will be moved to Maple Street as improvements are made at Arbor Park.

## **Ellington Middle School**

In Liaison Steve Viens absence, Kerry Socha provided an update. The middle school attended a dodgeball tournament run by the high school, it was a great event. The spring dance this year is country-themed. The 8th grade Washington DC trip is coming up, she shared thanks to the faculty for their work. The band and Chorus are going to Six Flags. Lastly, Ms. Socha shared a shout-out to the volleyball program stating that they ran a 6-week program to hone volleyball skills and was great for student-athletes interested in playing in high school.

## **Windermere School**

Liaison Dr. Williams shared the Windermere “Rocked their socks” for National Down Syndrome Day. Next Friday, the 5-6th grade dance will be held in the gym. Dr. Williams will visit Windermere next month for a music class and she may have a surprise for them!

## **Crystal Lake School**

Liaison Underwood shared that she recently read for Read Across America Day at the Lake and it was wonderful. On April 19th, Crystal Lake grades 1-3 are participating in “Shoe Tying Olympics”. This fun event is to encourage independence in tying their shoes. A certificate will be earned and there will also be a “fastest tying” contest. On April 24th Chorus will sing the National Anthem and America the Beautiful at the Yard Goats game. Crystal Lake will also participate in Revolutionary War Day with the other elementary schools with Center School being the host.

Ms. Underwood also shared that she attended the CREC Council meeting. The discussion was mostly around legislative updates including magnet school funding.

## **ACTION ITEMS**

Watch [HERE](#)

### **Approval of EPS Healthy Food Certification (HFC) for SY 2024-2025**

#### **MOTION**

First: J. Mullin

Second: M. Underwood

To approve the EPS Healthy Food Certification (HFC) for SY 2024-2025.  
Motion unanimously carried.

**Approval of HFC – Food and Beverage Exemption**

**MOTION** First: M. Underwood  
Second: M. Kupferschmid  
To approve the HFC – Food and Beverage Exemption  
Motion unanimously carried.

**First Read to Repeal and Replace the current Bylaws of the Board, 9000 Series as written with the proposed Board Bylaws, 9000 Series, as presented.**

**MOTION** First: M. Kupferschmid  
Second: K. Socha  
To accept the first read to repeal and replace the current Bylaws of the Board, 9000 Series as written with the proposed Board Bylaws, 9000 Series, as presented.  
Motion unanimously carried.

**Approval of the Ellington High School Performing Ensembles Field Trip to Virginia Beach, VA., April 10, 2024 - April 13, 2024.**

**MOTION** First: J. Mullin  
Second: M. Kupferschmid  
To approve the Ellington High School Performing Ensembles Field Trip to Virginia Beach, VA., from April 10, 2024 - April 13, 2024.  
Motion unanimously carried.

**Accept the retirement of Leslie Wolfenden, Occupational Therapist, effective March 1, 2024.**

**MOTION** First: L. Williams  
Second: J. Mullin  
To accept with regret and best wishes the retirement of Leslie Wolfenden, Occupational Therapist, effective March 1, 2024.  
Motion unanimously carried.

**CORRESPONDENCE/ROUNDTABLE**

**ADJOURNMENT**

**MOTION** First: L. William  
Second: J. Mullin  
To adjourn the Special Meeting of the Board (7:42 p.m.)  
Motion unanimously carried.



# Ellington Public Schools

47 Main Street • PO Box 179  
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools  
 From: Carolyn Yakaitis, Coordinator of Human Resources  
 Re: April HR Staffing Report  
 Date: April 24, 2024

**Corresponding Agenda Item:** Consent Agenda

**Presentation Type:** FULL Q & A **FYI**

The grid below exhibits all staffing changes since the last BOE meeting.

## New Hires and Transfers

Name	Type	Title	E - Date	Building	Salary	Step	Replac ing
Mondschein, Aron	New Hire Assignment	Substitute Teacher	04/01/2024	Systemwide	\$16.43/hr	N/A	N/A
Sudkamp, Julieta	New Hire Assignment	FSW/Cashier	03/26/2024	Windermere	\$16.80	AFSCME 242 Food Service <20	\$16.80
Smyth, Christopher	New Hire Assignment	HVAC Technician	04/15/2024	Systemwide	\$32.25/hr	AFSCME 242 License Maint Step 1	\$32.25/hr
Maningas, Andrea	Rehire	School Nurse	04/15/2024	Windermere	\$43.22	Unaffiliated	\$43.22/hr
Doyon, Michaella	New Hire Assignment	Para SEP	04/17/2024	BASES/Elementary	\$17.57/hr	CSEA Para/Class Aide 6.75 hrs Step 2	
Nealon, Kimberly	New Hire Assignment	Long term sub	04/22/2024	Center School	\$312.92/day	Unaffiliated	

## Resignations and Retirements

Name	Type	Title	E - Date	Building	Salary	Step
Tripp, Linda	Resignation	School Nurse	04/05/2024	Windermere	\$43.22/hr	Unaffiliated



## **Teacher Residency Program (TRP) Participation in 2024-25**

Ellington schools will participate in TRP next year by hosting one resident. This supports the district goal of attracting quality diverse future teacher candidates, as outlined in the recruitment [plan](#) submitted to the State Department of Education.



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To: Dr. Scott V. Nicol, Superintendent of Schools  
Mr. Oliver Barton, Assistant Superintendent of Curriculum and Instruction  
From: Ms. Alisha Carpino, Director of Finance & Operations  
Re: Financial Update  
Date: April 24, 2024

**Corresponding Agenda Item(s):** Windermere Building Project and HVAC Project Funding

**Presentation Type:** FULL **Q & A** FYI

## Windermere Building Project

Original Passed Budget Amount	\$61,640,000
Budget Amount After Referendum	\$74,600,000
Difference	\$12,960,000

During Design Development, cost estimates indicated that the market was pushing construction costs higher than anticipated at the time of the submitted grant request. As a result, the Town of Ellington Officials and Public Building Committee Members were informed of the impact and a referendum was held in May 2023 to increase the budget in the amount of \$12,960,000, prior to the start of the bidding process. Once the referendum was successful, the budget amount was increased for the town side of the project.

Once bidding commenced and was completed, legislation was submitted to the delegation, as part of a normal process, to be addressed in the current short session. This legislation is to request that the grant, originally issued in the amount of \$61,640,000, be reauthorized on the 2025 Priority List of school construction projects to reflect the new total project value of \$74,600,000 raising the grant amount to match the budget amount that passed at the May 2023 referendum.

## HVAC

School	Total Grant (Includes Town Contribution)	State Reimbursement	Estimate Amounts
EMS	\$1,823,750	\$1,003,063	\$3,733,376
EHS	\$3,692,500	\$2,030,875	\$5,231,000
Center	\$1,220,000	\$671,000	\$3,034,614

At the time of application for these grants, budgeted costs were projected to accommodate both scope adjustment during design and market conditions. However, between grant application and the completion of pre-bid estimates the costs have risen beyond projections. Therefore, a request for special legislation to be addressed in the short session has been sent to the delegation requesting to adjust the values of the Center School and Middle School projects by reallocating funds from the High School project.

The proposal that was submitted is cost-neutral, as the work at Ellington High School will be deferred. This special request is required as the HVAC project is three separate grants, per the grant submission regulations and grant rules do not allow for reallocation. If this special legislation request is approved, this would allow for us to use the funds allocated to Ellington to complete the projects in two schools.



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Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools  
Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction  
From: Ms. Alisha Carpino, Director of Operations and Finance  
Ms. Sara Spak, Special Education Supervisor  
Re: Preschool Special Education Phenomenon  
Date: April 24, 2024

**Corresponding Agenda Item:** Special Education Service Increases and Implications for Pre-K Programming

**Presentation Type:** FULL Q & A FYI

The following correspondence outlines district challenges regarding the phenomenon of a significant increase in special education students entering the preschool program from the Birth-to-Three system. The administration has continued to explore a low-probability option of a separate off-site facility to solve the space concerns with minimal success.

### Obstacles

- Increasing number of special education students including an increasing number of students identified with Autism.

School Year	Start of the School Year	End of the School Year
2021-2022	13	28
2022-2023	16	36
2023-2024	32	54 (projected)
2024-2025	38 (as of 4/15/24)	69 (projected)

- 50/50 student ratio required by law
- Increasing wait list for Ellington residents to enter the preschool program (currently 40 students on the waitlist)
- Current classrooms will be at capacity by November 2024 based on above projections
- Hartford Choice is not a concern, pre-planned reduction in Choice slots by 4 students from previous school year to account for likely increase in special education needs
- Minimal K age requirement impact for 24-25 school year (5 returning students). Increased impact for 25-26 school year (11 returning students)

### Next Steps

- Currently evaluating possible solutions including off-site space, preschool model adjustment (half day vs. full day)

A meeting of the Policy Committee was held on Tuesday, March 5, 2024, in the Board of Education Conference Room, 47 Main Street, Ellington, CT 06029.

**The meeting was called to order at 6:24 p.m. by Angela Moser.**

**PRESENT** Angela Moser, Chair, Gary Blanchette, Miriam Underwood, Steve Viens,  
Dr. Lenora Williams

**ABSENT** Marcia Kupferschmid

**ALSO PRESENT** Dr. Scott Nicol, Superintendent of Schools

**AGENDA ITEM**

**Review and Discussion of the 9000 Series Policies: Board Bylaws**

**Dr. Scott V. Nicol, Superintendent of Schools**

Dr. Nicol and the Policy Committee reviewed and discussed the Superintendent's recommended 9000 Series - Board Bylaws. Members present unanimously voted for Dr. Nicol to research and make recommendations, in accordance with the proposed by-laws, to remove the Correspondence/Roundtable portion of the agenda. The members present requested that Dr. Nicol address some minor issues and report back to the Board.

Notwithstanding the above, the 9000 Series By-laws with minor changes will go to the full Board for a first read at the March regular meeting.

**ADJOURNMENT**

**MOTION** First: M. Underwood  
Second: S. Viens  
To adjourn the meeting of the Policy Committee (7:08 p.m.)  
Motion carried unanimously.

A meeting of the Operations Committee was held on Thursday, April 18, 2024, at the Board of Education Central Office, 47 Main Street, Ellington, CT.

**The meeting was called to order at 4:30 p.m. by Miriam Underwood.**

**PRESENT** Miriam Underwood, Chair, Gary Blanchette, Steve Viens, Jennifer Dzen

**ABSENT** Kerry Socha

**ALSO PRESENT** Ms. Alisha Carpino, Director of Finance and Operations  
Mr. Gregory Kliman, Director of Facilities

### **AGENDA ITEMS**

#### **Approval of Minutes: February 14, 2024**

**MOTION:** First: G. Blanchette  
Second: S. Viens  
To approve the minutes of the February 14, 2024, Operations Committee meeting.  
Motion carried unanimously.

#### **Staffing Update**

Ms. Carpino shared that a Plumber and HVAC Technician had been hired. Mr. Kliman added that the plumber was a P1 and he now had a fully staffed maintenance team.

#### **High School Sign**

Ms. Carpino shared that the Board of Education had received an insurance payment for the replacement of the sign at the High School. Ms. Carpino shared an option for a replacement sign that included a digital display and Mr. Kliman provided more details on this option. Other options were discussed among the Operations Committee. Ms. Carpino and Mr. Kliman stated that they were planning to bring forward other options, determine the High School's needs, and explore any funding opportunities for the next Operations Committee meeting and this was agreed upon by the group.

#### **Windermere Update**

Ms. Carpino shared that the Windermere project is currently on schedule. She stated that the decision to utilize a move management company was made due to the multiple moves that will be happening throughout the different phases of the project and the short time allotted for some of the moves. Ms. Carpino also shared that the project is currently under budget, but these savings may be used once we enter the renovation phase. Ms. Carpino shared that legislation was currently submitted to request an increase in the grant amount with the state to match the additional \$12.9M that was approved at the Town through the referendum vote. Ms. Carpino shared that the legislation to receive this increase was part of a typical process and would be part of the current short session.

#### **HVAC Update**

Ms. Carpino shared that the HVAC project request for bids was posted last week and a pre-bid meeting and walkthrough took place on Tuesday, April 16, 2024. Mr. Kliman shared that about twelve companies showed up to the meeting and that an addendum answering the questions from that meeting and also informing companies that an additional walkthrough would be added for Tuesday, April 23, 2024, was going out on Friday, April 19, 2024. Ms. Carpino shared that due to the predicted increase in the cost of the project, as determined by the two sets of estimates received, the High School would no longer be a part of the district's HVAC project. Ms. Carpino shared that legislation had been submitted to the delegation as part of the short session, to

request a reallocation of the funding received for the High School project to the Middle School and Center School. This was to ensure those two projects could be fully completed. Ms. Carpino stated that this was the best option after the full scope and estimated cost of each school was evaluated.

**Anticipated Executive Session - School Security**

**MOTION:** First: S. Viens  
Second: G. Blanchette  
To enter into Executive Session and invite the following people into the session: Ms. Carpino, Mr. Kliman  
Motion carried unanimously.

Time entered into Executive Session: 5:30 p.m.

Time Executive Session ended: 6:55 p.m.

**ADJOURNMENT**

**MOTION** First: G. Blanchette  
Second: S. Viens  
To adjourn the meeting of the Operations Committee (6:55 p.m.)  
Motion carried unanimously.

Minutes respectfully submitted by Operations Chair, Miriam Underwood



# Ellington Public Schools

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Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools  
Mr. Oliver Barton, Assistant Superintendent of Curriculum and Instruction  
From: Alisha Carpino, Director of Finance & Operations  
Re: Financial Update  
Date: April 24, 2024

**Corresponding Agenda Item(s):** Monthly Financial Report

**Presentation Type:**

**FULL**

**Q & A**

**FYI**

The current balance on the budget of \$45,083,347 is \$599,611.56. This includes all encumbrances, pre-encumbrances, accounts payable, and payroll through April 19, 2024.

An analysis of material variances from the budget is listed below.

**Object 112: Non-Certified Salaries** – Encumbrances continue to be reviewed, but overall this overage is offset by Object 130 and Object 320 due to the negotiation of the Paraprofessionals contract in spring 2023 and the addition of an Occupational Therapist.

**Object 122: Non-Certified Substitutes** - Encumbrances continue to be reviewed, but overall this overage is due to the high need for substitute teachers and is offset by Object 111.

**Object 210: Group Insurance** – Increase in enrollments for the 2023-2024 school year.

**Object 230: Retirement** – Addition of another School Security Officer for the 2023-2024 school year.

**Object 310: Official/Administrative Services** – Unanticipated costs related to a system implementation and a data conversion that was unavoidable.

**Object 510: Student Transportation Services** - Reimbursement from Pay to Play is made at the end of the year to cover this overage.

Budget transfers for February are included below.

Attachments:

[FY24 Object Summary - April 19, 2024](#)

[FY24 Budget Transfers - March](#)





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**BOARD BYLAWS  
9000 SERIES**

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**Policy 9100  
Bylaws**

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS**

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Ellington Board of Education (the “Board”) by the Superintendent in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

ADOPTED: \_\_\_\_\_



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**Policy 9150  
Bylaws**

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES**

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the Ellington Public Schools.
2. Suggestions for either new policies or policy changes normally come to Ellington Board of Education (the “Board”) from any of the following:
  - A. Board members
  - B. Superintendent
  - C. Statute
  - D. Matters of law
  - E. Citizens, and/or
  - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and development by the Board.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is

necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

ADOPTED:



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**Policy 9175  
Bylaws**

**FORMULATION, ADOPTION, AMENDMENT OR DELETION  
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Ellington Board of Education (the "Board") and/or as necessary to promote the orderly operation of the Ellington Public Schools in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED:



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**Policy 9200  
Bylaws**

**CODE OF CONDUCT FOR BOARD MEMBERS**

It is the policy of the Ellington Board of Education (the “Board”) that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

**Procedures for Censure or Other Disciplinary Action**

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:

- a) reasonable written notice of the Board's intent to consider censure or other disciplinary action, including the factual basis for the claimed "cause" for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and
  - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED:



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**Policy 9215  
Bylaws**

**COMMITTEES**

1. The Ellington Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it.
2. The Board shall establish standing committees that shall make recommendations to the Board but shall not have the authority to transact business for the Board. The Board Chairperson shall appoint all standing committee members and each committee chair. The standing committees and their responsibilities are as follows. The Board may, by vote of the Board, direct any of the standing committees to consider or investigate additional matters, as may be appropriate or necessary.
  - A. Curriculum: The Curriculum Committee shall develop, review and recommend all curriculum to be considered by the Board for approval.
  - B. Finance: The Finance Committee shall monitor the status of the operating budget and report to the Board periodically, or more often as may be necessary or requested. The Finance Committee may make recommendations to the Board regarding financial considerations, including but not limited to fees for rentals, copying, tuition, or other charges.
  - C. Operations: The Operations Committee shall make recommendations for maintenance and/or capital improvement plans for the Board’s consideration. The Operations Committee shall also review concerns or requests regarding the physical condition of or changes in the facilities and safety-related facilities issues.
  - D. Policy: The Policy Committee shall review and make recommendations to adopt, revise, or repeal Board policies to ensure compliance with federal and state statutes and the town charter.
  - E. Communications: The Communications Committee shall discuss and make recommendations regarding effective communication to the public regarding the business of the Board.



3. In addition to standing committees, the Board may establish, by vote of the Board, special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions.
  - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
  - B. All special committee reports affecting Board policy shall be submitted in writing.
  - C. A special committee's only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise, and such action conforms to the Connecticut General Statutes.
3. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
4. The Superintendent shall notify all Board members of committee meetings.

Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings

Conn. Gen. Stat. § 10-220 Duties of boards of education

ADOPTED:\_\_\_\_\_



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**Policy 9225  
Bylaws**

**CONFLICT OF INTEREST**

1. No member of the Ellington Board of Education (the “Board”) shall be employed for compensation by the Board in any position in the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which the Board member was elected or appointed shall become vacant.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members of board of education

ADOPTED: \_\_\_\_\_



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## **CONSTRUCTION AND POSTING OF AGENDA**

### **I. Construction of Agenda**

A. The Superintendent in cooperation with the Chairperson of the Board of Education (the “Board”) shall prepare an agenda for each meeting of the Ellington Board. The agenda shall include but not be limited to the following items:

- I. Call to Order
- II. National Anthem / Pledge of Allegiance
- III. Special Recognition(s)
- IV. Board Chair Report
- V. Citizens & Staff Forum
- VI. Consent Agenda
- VII. Report & Discussion Items
  - A. Special Reports
  - B. Regular Board Committee Reports
    1. Policy
    2. Curriculum
    3. Operations
    4. Finance
    5. Communications
  - C. Administrative Reports
    1. Superintendent’s Report
    2. Directors’ Reports
  - D. Board Liaison Reports
- VIII. Correspondence
- IX. Action Items
- X. Adjournment

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.

- C. If at least three Board members request in writing that an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

II. Posting of Agenda

- A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.
- B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site. Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board’s Internet web site, provided such documents are not exempt from disclosure under the Freedom of Information Act.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. If, in accordance with applicable law and Board policy, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

10-218 Officers. Meetings

10-220 Duties of boards of education.

Public Act 23-160, “An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes.”

ADOPTED: \_\_\_\_\_



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**Policy 9325  
Bylaws**

**FILLING VACANCIES ON THE BOARD**

1. If a vacancy occurs on the Ellington Board of Education (the “Board”), the vacancy shall be filled within thirty (30) days of such vacancy by appointment of the Board of Selectmen, to serve for the unexpired portion of the term of the elective office so filled.
2. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair or at a regular meeting of the Board.

Legal Reference:

Connecticut General Statutes

10-219

Procedures for filling vacancy on local board of education

Charter for the Town of Ellington

Ch. II, Section 205 Vacancies – Elective Offices

ADOPTED: \_\_\_\_\_



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**Policy 9350  
Bylaws**

**MEETING CONDUCT**

1. Definitions

For purposes of this policy:

- A. “Electronic equipment” means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. “Electronic transmission” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the Ellington Board of Education (the “Board”) shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully

interrupting the meetings, the Chairperson may order the room cleared and continue in session.

1. Only matters appearing on the agenda may be considered in such a session.
2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

- A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

- A. The Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
  1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
  2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
  3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.
5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

5. Procedures for Public Participation By Means of Electronic Equipment

The Board may, in accordance with public health requirements and/or in accordance with applicable law, hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk; and (c) on the Board's Internet web site, if any.
- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.
- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of



electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.

- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
1. The Board shall provide any member of the public
    - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
    - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
  2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
  3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.
  4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.

- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
  - 1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
  - 2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
  
- F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
  
- G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.
  - 1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
  - 2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

- H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

6. Public Address

- A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular or special meetings so designated for such purpose.
  - (1) If the Board allows for public address, five (5) minutes may be allotted to each speaker. The Board may modify this time limitation and/or establish a time limit for each subject matter to be addressed at the beginning of a meeting, if the number of persons wishing to speak makes it advisable to do so.
  - (2) A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
  - (3) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
  - (4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

1-200	Definitions
1-206	Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-232 Conduct of meetings
- 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED:\_\_\_\_\_



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**Policy 9375  
Bylaws**

**MINUTES**

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Ellington Board of Education (the "Board") and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - A. The time, place and date of each meeting.
  - B. The names of those members in attendance.
  - C. The disposition of all matters on which action was recommended.
  - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - E. All decisions concerning future meetings and agendas.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's Internet web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board's Internet web site, it shall do so at the sole discretion of the Board.
6. If, in accordance with applicable law and Board policy, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

ADOPTED:\_\_\_\_\_



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**Policy 9400  
Bylaws**

**OATH OF OFFICE**

Members of the Ellington Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes

10-218a Oath of office  
1-25 Forms of oaths

ADOPTED:



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**Policy 9415  
Bylaws**

**OFFICERS**

1. The Ellington Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson, and a Secretary. The Board may, but is not required to, elect a Treasurer.
2. The votes of each member cast in such election(s) shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for two years, and until their successors are duly elected.
5. Should a vacancy arise in the office of Chairperson, Vice-Chairperson, or Secretary during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Should a vacancy arise in the office of Treasurer during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating the office of Treasurer) may elect a successor to fill the office until the next regular election for Board officers. Any such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

Legal Reference:

Connecticut General Statutes  
10-218 Officers. Meetings.

ADOPTED: \_\_\_\_\_





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**Policy 9430  
Bylaws**

**OFFICIAL DUTIES - CHAIRPERSON**

1. The Chairperson shall preside at all of the meetings of the Ellington Board of Education (the “Board”).
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as an ex officio member on all committees.
5. The Chairperson shall act as the Board’s representative for the purposes of consultation with Board legal counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to the Chairperson by the Board.

ADOPTED: \_\_\_\_\_



**Policy 9445  
Bylaws**

**OFFICIAL DUTIES - SECRETARY**

1. The Secretary of the Ellington Board of Education (the “Board”) shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the Connecticut General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board’s Internet web site, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall make provisions to the Town at annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- |        |   |
|--------|---|
| 1-225  | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 7-3    | Warning of town and other meetings  |
| 7-4    | Record of warning   |
| 10-224 | Duties of the secretary   |
| 10-225 | Salaries of secretary and attendance officers   |

ADOPTED:



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**Series 9460  
Bylaws**

**OFFICIAL DUTIES - TREASURER**

If the Ellington Board of Education (the “Board”) chooses to elect a Treasurer, such Treasurer:

1. shall serve on the Board’s Finance Committee,
2. shall serve as the chairperson of Board’s Finance Committee; and
3. shall perform such other duties as may be authorized by the Board.

ADOPTED: \_\_\_\_\_



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**Policy 9475**  
**Bylaws**

**OFFICIAL DUTIES – VICE CHAIRPERSON**

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

ADOPTED:



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**Series 9500  
Bylaws**

**PUBLIC MEETINGS AND EXECUTIVE SESSION**

1. Public Meetings

- A. All meetings of the Ellington Board of Education (the "Board") for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from Board meetings that are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

- (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
- (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- |       |   |
|-------|---|
| 1-200 | Definitions (Public Agency; Meeting; Caucus; Person; Public Records or Files; Executive Sessions)   |
| 1-210 | Access to public records. Exempt records  |
| 1-225 | Meetings of government agencies to be public.<br>Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites.<br>Notice of special meetings. Executive sessions |
| 1-231 | Executive sessions  |

ADOPTED: \_\_\_\_\_



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**Policy 9550  
Bylaws**

**QUORUM AND VOTING PROCEDURES**

1. Quorum:
  - A. The majority of all members of the Ellington Board (the “Board”) shall be necessary to constitute a quorum for the transaction of business.
  - B. If, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member’s connection by electronic equipment, unless the member’s participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
  - C. If, in accordance with applicable law and Board policy, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
2. Voting Procedures:
  - A. No member can vote on a question in which the Board member has a direct personal or pecuniary interest.
  - B. Members may vote for themselves for any office or other position.
  - C. While it is the duty of every member who has an opinion on a question to express it by vote, a Board member cannot be compelled to do so.
  - D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member had voted on the prevailing side).

- E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
- F. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.
- G. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

Legal References:

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

ADOPTED: \_\_\_\_\_





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**Policy 9600  
Bylaws**

**REIMBURSEMENT OF BOARD MEMBERS' EXPENSES**

1. Remuneration
  - A. A member of the Ellington Board of Education (the "Board") shall receive no compensation for carrying out Board services.
2. Reimbursement
  - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
  - B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
  - C. Receipts in general are required for:
    - (1) Lodging – Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
    - (2) Meals – Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
    - (3) Taxi, Uber/Lyft or Bus Fare
    - (4) Parking Fees or Toll Charges (when applicable)

- (5) Mileage – The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in advance, and in accordance with IRS standard reimbursement rates.
- (6) Registration Fees – The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

Conn. Gen. Stat. § 10-225	Salaries of secretary and attendance officers
Conn. Gen. Stat. § 10-232	Restrictions on employment of members of board of education

ADOPTED:\_\_\_\_\_



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**Policy 9700  
Bylaws**

**REMOVAL OF BOARD OFFICERS**

It is the policy of the Ellington Board of Education (the “Board”) that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. “Cause,” which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

**Procedures for Removal**

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.
- 2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:

- a) reasonable written notice of the Board’s intent to consider removal or other disciplinary action, including the factual basis for the claimed “cause” for removal of the officer from office, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and
  - b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member’s own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position.

Legal References:

Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

*LaPointe v. Board of Education of the Town of Winchester*, 274 Conn. 806 (2005).

ADOPTED:



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**Policy 9750  
Bylaws**

**ROLE OF BOARD AND MEMBERS**

1. General Duties

- A. The Ellington Board of Education (the “Board”) represents the residents of Ellington (the “Town”), in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
  - (1) hear and consider facts and recommendations;
  - (2) adopt a plan, policy or course of action; and
  - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes and Town Charter including but not limited to the following:

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.

- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- F. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- G. To consider any specific recommendations made by the Superintendent of Schools.
- H. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town.
- I. To establish a curriculum committee to recommend, develop, review and approve all curriculum for the district.
- J. To take any other actions required or permitted by law.
- K. To make reasonable provision to implement the educational interests of the State, as defined by law.
- L. To govern prioritizing the needs of all Ellington students.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of state identified
- 10-4b Complaint alleging failure or inability of board of education to implement educational interests of state. Investigation; inquiry; hearing. Remedial process. Regulations
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies and procedures
- 10-241 Powers of school districts

ADOPTED: \_\_\_\_\_



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**Policy 9800  
Bylaws**

**SUSPENSION OF POLICIES, BYLAWS OR  
ADMINISTRATIVE REGULATIONS**

1. Policies and bylaws of the Ellington Board of Education (the “Board”) shall be subject to suspension for a specified purpose and limited time by:
  - A. A majority vote of all members of the Board in attendance at a meeting, and
  - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
  - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
  - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: \_\_\_\_\_



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**Policy 9825  
Bylaws**

**TIME, PLACE AND NOTICE OF MEETINGS**

1. Regular Meetings
  - A. The Ellington Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
  - B. In compliance with the Connecticut General Statutes, the Chairperson or Secretary shall file this calendar with the Town Clerk, and post this calendar on the Board’s Internet web site, if available, by November 30 or other date falling on or before January 31.
  - C. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
  - D. If, in accordance with applicable law and Board policy, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk, and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.
2. Special Meetings



- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
  - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the Board's Internet web site, if available, twenty-four (24) hours before the time stated for the meeting to convene.
    - 1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
  - C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.
3. Meeting Time and Place
- A. All regular meetings of the Board shall begin at the noticed time or as soon thereafter as a quorum is present and shall adjourn no later than three (3) hours after they are called to order, unless extended to a time certain by a two-thirds vote of the Board members present. The location of each meeting shall be announced in the agenda of the meeting.
  - B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:  
Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution
- 7-3 Warning of town and other meetings
- 7-4 Record of warning
- 10-218 Officers. Meetings

ADOPTED:\_\_\_\_\_



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**Policy 9850  
Bylaws**

**TRANSACTION OF BUSINESS**

- A. The Ellington Board of Education (the “Board”) shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee’s purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details concerning the Ellington Public Schools’ operations.

ADOPTED: \_\_\_\_\_



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**Policy 2010  
Administration**

**~~POLICY REGARDING RETENTION OF~~  
ELECTRONIC RETENTION AND DISPOSITION OF RECORDS AND  
INFORMATION**

**I. ~~POLICY~~INTRODUCTION**

The Ellington Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and ~~destruction of electronic information and disposition of~~ records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and ~~destruction of electronic information~~disposition of records and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Ellington Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

**II. RETENTION OF RECORDS**

The District shall comply with all minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut (“OPRA”). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type. As such, the same record retention period that applies to paper records applies to electronically stored information. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official copy shall be the legally recognized copy maintained for record retention purposes.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation. Record preservation under

such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

### ~~USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS~~

~~The Board provides computers, computer network(s), including Internet access and an e-mail system, as well as any electronic devices that access the network(s) such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.~~

~~Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure. Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.~~

~~*The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.* This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.~~

~~Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Users should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.~~

### III. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile,

chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security-focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District's computer systems. Users must understand that the Board has reserved the right to conduct monitoring of the District's computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

*The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.*

Any retained messages may be retrieved for a variety of purposes, including but not limited to as part of routine monitoring by the District, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that electronic messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

#### **III.IV. RETENTION OF ELECTRONICALLY STORED INFORMATION DISPOSITION OF RECORDS**

~~Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determine the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.~~

The disposition of records, or the destruction or transfer of records to the custody of another entity, shall only occur in accordance with relevant state and federal laws and guidelines established by the OPRA. The District shall also follow the OPRA's specific

protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

~~In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.~~

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)  
Conn. Gen. Stat. § 7-109  
Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the [Office of the Public Records Administrator \(“OPRA”\)](#)

[OPRA, Public Records Policy 04, \*Electronic Records Management\* \(Dec. 2022\)](#)

[OPRA, Public Records Policy 04-1, \*Electronic Records\* \(Dec. 2022\)](#)

[OPRA, Public Records Policy 04-2, \*Digital Imaging\* \(Dec. 2022\)](#)

~~[OPRA, Public Records Policy 01, \*Digital Imaging\*, of the 05, \*Disposition of Public Records Administrator\* \(Aug. 2014 Nov. 2011\)](#)~~

[OPRA, \*Public Records Memorandum 101: Disposition of Original Paper Records After Scanning\* \(Apr. 2023\)](#)

[Connecticut State Library, State Archives \(“State Archives”\), \*State Archives Policy 01: Transfer of Historical Records to the State Archives of Other Approved Archival Repository\* \(October 15, 2019\)](#)

Record Retention Schedules Towns, Municipalities and Boards of Education

~~[Administrator OPRA](#)~~, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images, Form RC-075.1 (revised 12/2021)

[OPRA, \*Records Disposition Authorization, Form RC-075\* \(revised 12/2021\)](#)

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at*

<https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: August 24, 2022

REVISED:



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**Policy 3450  
Business**

**POLICY REGARDING  
SCHOOL ACTIVITY FUNDS**

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amounts received as gifts or donations).

The Superintendent or his/her designee shall designate a person to ~~oversee each school activity fund~~ serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. This individual may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:

Conn. Gen. Stat. §10-237.

ADOPTED: August 24, 2022

REVISED:





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**Policy 4200  
Personnel**

**~~POLICY REGARDING~~  
EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND  
ELECTRONIC COMMUNICATIONS**

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, [Smartwatches](#), network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security-focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as “the computer systems” and are provided in order to enhance both the educational opportunities for our students and the business operations of the ~~district~~ [Ellington Public Schools](#).

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of electronic messaging systems (including email), messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent,

posted and/or retrieved using social networking sites, including but not limited to, Twitter/X, Facebook, LinkedIn, Instagram ~~and~~, YouTube ~~and~~ TikTok.

Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

**Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgment that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.**

Legal References:

Conn. Gen. Stat. § 31-40x

[Conn. Gen. Stat. § 31-48b](#)

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 through ~~2520~~  
[2523](#)

ADOPTED: December 14, 2022

[REVISED:](#)



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**Policy 5860  
Students**

**~~POLICY REGARDING~~  
STUDENT USE OF THE DISTRICT COMPUTER SYSTEMS  
AND INTERNET SAFETY**

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Ellington Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, [Smartwatches](#), network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security-focused platforms, such as Signal. The Board’s computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the [district Ellington Public Schools](#).

These computer systems are business and educational tools. As such, they are made available to students in the [eDistrict](#) for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The [BoardDistrict](#) will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the [BoardDistrict](#) will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the [eDistrict](#)’s computers and computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 [et seq.](#)

Electronic Communication Privacy Act of 1986, ~~Public Law 99-508, codified at~~  
18 U.S.C. §§ 2510 through ~~2520~~[2523](#)

Children’s Internet Protection Act, ~~Pub. L. 106-554, codified at~~ 47 U.S.C. §  
254(h)

No Child Left Behind Act of 2001, ~~Pub. L. 107-110, codified at~~ 20 U.S.C. §  
6777

Protecting Children in the 21st Century Act, ~~Pub. Law 110-385, codified at~~ 47  
U.S.C. § 254(h)(5)(B)(iii)

ADOPTED: December 14, 2022

[REVISED:](#)



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**Policy 5150  
Students**

**POLICY REGARDING  
FIELD TRIPS**

The Board of Education recognizes the educational value of field trips, tours and excursions, when an adjunct to an approved program and designed to attain specific program objectives. The Board encourages and sanctions student trips and other out-of-district school activities, including participation in community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

All field trips require administrative approval. Requests for overnight and/or out-of-country trips must be approved by the Superintendent or designee, and by the Board of Education. The written consent of the parent or guardian of each student participating in field trips, excursions or travel is required. All Board policies and administrative regulations concerning students will be in effect for all approved field trips, excursions and travel experiences.

Students may be asked to pay for all or part of their participation in any field trip or excursion sponsored by the school district. In no case will a student be excluded from participating in an educational trip which is part of the curriculum and/or program because of his/her inability to pay.

The school staff, under the direction of the administration, will take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The administration may place restrictions upon student's participation when in the judgment of the certified staff student welfare requires it. An adult to student ratio of 15 to 1 is recommended but not required.

Any field trip that requires an employee to transport students in their privately owned vehicle will follow Board policy and regulations as outlined in policy ~~3541.44~~ 3540. The Board emphasizes the practice of school employees using their private automobiles to transport students should be the exception not the norm and occur on a limited basis.

The Board reserves the right to revoke the authorization of any type of field trip. When authorization for a field trip is revoked, the Board is under no obligation to reimburse funds to any parties involved.

## **Overnight Trips**

Overnight trips by students, in which they leave the State of Connecticut, shall be brought to the Board of Education for approval. No funding for any student trip is available from the Board of Education unless specifically included in the Board's formal motion of approval. The Board shall not be responsible for any losses, penalties or legal fees incurred by students, parents, chaperones, staff or other participants.

The Superintendent will develop and implement administrative regulations governing the field trip approval process. Such regulations must minimally include: statement of purpose; educational objective(s); approval process with timelines; safety provisions; sources of funding; transportation; parental notifications; supervision; adult and student behavior; follow-up reports; insurance; and required forms.

All overnight out of state field trips approved by the Board are subject to the following conditions:

1. The Board reserves the right to reconsider the approval of any trip at any time between the approval and the time of the departure of the trip.
2. In the event that the Board decides at any point to rescind its approval of this trip, thereby canceling the trip, the Board will not be responsible for any financial losses, penalties or legal fees incurred by the affected students or their parents or guardians.
3. In the event the Board decides at any point to rescind its approval of a trip, thereby canceling the trip, any leave time granted any Board employees for the purposes of making the trip will be canceled, and those employees will be expected to report to work.

ADOPTED: September 28, 2016

REVISED:



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**Policy 5870  
Students**

**POLICY REGARDING  
SUICIDE PREVENTION AND INTERVENTION**

The Ellington Board of Education (the “Board”) recognizes that suicide is a complex issue and that schools are not mental health treatment centers. ~~School personnel may recognize a potentially suicidal youth and, in such cases, may make a preliminary determination of level of risk. The Board directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school.~~ The Ellington Public Schools (the “District”) cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is at risk for suicide. In such cases, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or who communicates that they are considering attempting suicide.

~~—The Board recognizes the need for youth suicide prevention procedures and will establish programs to assist staff to identify risk factors, intervention procedures, and procedures for referral to outside services. Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.~~

Any Board employee who has knowledge ~~of~~ that a student has made a suicidal threat, or attempt or exhibit suicidal ideation must immediately report this information to the building Administrator principal or ~~his/her~~ designee, who will, in turn, notify the school psychologist, counselor or social worker. Such school psychologist, counselor, or social worker, with administrative assistance, if necessary, will contact the student's family and appropriate resources ~~outside and~~ within and outside the school system, as permitted by law. The Board further directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school. Information concerning a student's suicide attempt, threat or risk will be shared with others ~~to the degree necessary to protect that student and others~~ only as permitted by state and federal law.

In recognition of the need for youth suicide prevention procedures, the Board directs the Superintendent or designee to adopt and maintain administrative regulations addressing youth suicide prevention.

Training will be provided for teachers, other school staff, and students regarding the prevention of and response to youth suicide.

Legal Reference:

Connecticut General Statutes ~~10-221(e)~~10-220a  
Connecticut General Statutes § 10-221(f)  
Public Act 23-167, “An Act Concerning Transparency in Education.”

ADOPTED: December 14, 2022

REVISED:





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**Policy 6147  
Instruction**

**POLICY REGARDING  
GRADE WEIGHTING/CLASS RANKING/CALCULATION OF GRADE POINT  
AVERAGE**

Ellington High School's curriculum offers a broad range of courses designed to challenge all students. Enrollment in a specific level is based upon past achievement, teacher and counselor recommendation, and assessment data. An individual's placement may vary from subject to subject making it possible to proceed to advanced levels in areas where the student excels. Placement is determined each year during the course selection process but is subject to review at any time at the request of a student, parent or professional staff member. Texts, assignments and independent work will vary among levels; however, all courses are in alignment with our Core Values and Beliefs and 21<sup>st</sup> Century Learning Expectations.

The Ellington Board of Education (the "Board") recognizes the importance of parents and students understanding the manner in which grade point averages are calculated within the Ellington Public Schools (the "District"). In accordance with Connecticut law, this policy shall explain the manner in which grade point averages are calculated within the District.

**I. Calculation of Grade Point Average and Class Rank Percentile for Purposes of the Connecticut Automatic Admissions Program**

The Board understands its obligation under state law to identify students in the District who are eligible for the Connecticut Automatic Admissions Program ("CAAP").

In accordance with state law, for each student who completes eleventh grade, the District will: (1) calculate a grade point average using the standardized method established by the Board of Regents for Higher Education ("BOR") for purposes of the CAAP ("CAAP GPA"), and (2) determine whether such student's class rank percentile is above or below the minimum established by the BOR. The District shall share a student's CAAP GPA and whether the student is above or below the minimum class rank percentile for the CAAP with the student, the student's parent or guardian, the Connecticut State Department of Education ("CSDE"), and, upon request, a participating institution for purposes of applying to such institution under the CAAP.

The District shall notify each student enrolled in the student's final year of high school, and the parent or guardian of such student, whether the student may be admitted to at least one participating institution under the CAAP based on the academic threshold established by such institution.

The District shall calculate each student's CAAP GPA, identify institutions to which students are eligible for automatic admission under the CAAP, and generate student letters in accordance with guidance issued by the CSDE, as such guidance may be amended from time to time.

## II. Calculation of Grade Point Averages For All Other Purposes

The Board believes that, due to the rigorous nature of certain classes, the grades earned in such classes deserve additional weight for purposes of calculating grade point average and determining class rank. These rigorous classes include the following honors classes, advanced placement (AP) classes, dual enrollment, dual credit or early college (ECE). Therefore, it is the policy of the Board to grant grades earned in such courses additional weight for the aforementioned purposes.

All courses are assigned to one of three levels: AP/ECE, Honors, or College Prep. A student's grade will be multiplied by an assigned point value multiplier and then averaged to determine class rank. The Program of Studies identifies the level of difficulty for each course. Each level is assigned a quality point multiplier, as shown below:

AP/ECE.....1.2      Honors.....1.1      College Prep.....1.0

Courses taken on a pass/fail basis, independent study grades, on-line coursework, summer school grades, transfer credits and high school partnership grades are not calculated toward computing class rank. When the ranking procedure produces a tie, students who are tied are given the same rank number. The next student below a tied group is given the number he/she would have received had there been no ties. Seniors will be ranked ~~fifteen days prior to the last day of school~~ at the end of the third quarter, starting with the class of 2025, to determine the valedictorian, salutatorian, class scholars and overall class rank.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy, if necessary.

### Legal Reference:

Connecticut General Statutes § 10-220g

Connecticut General Statutes § 10-220q

Connecticut General Statutes § 10a-11h

Connecticut State Department of Education, *Information and Resources to Support Connecticut School for the Connecticut Automatic Admissions Program (CAAP)*, available at

<https://portal.ct.gov/SDE/Performance/Information-and-Resources-to-Support-Connecticut-Schools-for-CT-Automatic-Admissions-Program>

ADOPTED: September 28, 2016

REVISED: October 25, 2023

REVISED:



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**Policy 5050**  
**Students**

**ADMISSION TO THE PUBLIC SCHOOLS AT OR BEFORE AGE FIVE**

The Ellington 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 Ellington 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.

**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.”

**ADOPTED:**

**REVISED:**