



BLOOMFIELD BOARD OF EDUCATION - BOARD OF EDUCATION REGULAR MEETING

Board of Education Regular Meeting AT Tuesday, June 4, 2024

Bloomfield Board of Education 1133 Blue Hills Avenue Board Room, 1133 Blue Hills Avenue ,  
Bloomfield, CT 06002

1. Establishment of a Quorum and Call to Order  
L. Easmon
2. Pledge of Allegiance  
L. Easmon and JROTC
3. Opening Statement  
F. Bogle-Assegai
4. Consent Agenda  
L. Easmon
  - A. Approval of Minutes - Regular Meeting - May 14, 2024 3
5. Recognitions
  - A. Connecticut Association of Public School Superintendent's (CAPSS) Student Award Recipients  
B. Silver and Principals
  - B. Recognition of Wendy Shepard-Bannish, Director of Student Support Services  
B. Silver
  - C. Recognition of Sarah Williams, Principal of Carmen Aracce Intermediate School  
B. Silver
6. Presentations
  - A. Student Representative Report - SOAR Students  
L. Easmon
  - B. Introduction of Michael Cornish, Human Resources Generalist  
T. Curtis
7. Public/PTO Comment  
L. Easmon
8. Superintendent's Report
  - A. Superintendent's Update  
B. Silver
  - B. Financial Report - May 2024 8  
D. Greco
9. New Business
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B. Silver

10. Old Business

A. Policies for Adoption

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2. Attendance - Unexcused Absences, Truancy - Students 5113.2 26  
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3. Purchasing - Soliciting Prices - 3323 54  
K. Wallach

11. Board Comments

L. Easmon

12. Adjournment

L. Easmon



**BLOOMFIELD BOARD OF EDUCATION – REGULAR MEETING**

Tuesday, May 14, 2024 at 7:00 P.M.

Bloomfield Board of Education, Board Room

1133 Blue Hills Avenue

Bloomfield, CT 06002

**Attendance:** L. Easmon, Chair Present  
H. Frydman, Vice Chair Present  
F. Bogle-Assegai, Secretary Absent  
T. Moore Present  
K. Dunbar Absent  
T. Mack-Mohammed Absent  
L. Simone Present

**Also Present:** B. Silver, Acting Superintendent  
T. Curtis, Interim Assistant Superintendent  
E. Pierce, District Grants Specialist  
J. Titelbaum, District Data Systems Coordinator  
J. White, Principal, Bloomfield High School  
F. Macchi, Principal, Global Experience Magnet School  
T. Ellis, Principal, Carmen Arace Middle School

**1. Establishment of a Quorum and Call to Order**

L. Easmon determined a quorum was present and the Bloomfield Board of Education Regular meeting was called to order at 7:00 p.m.

**2. Pledge of Allegiance**

All rose to recite the Pledge of Allegiance.

**3. Opening Statement**

H. Frydman welcomed all attendees. The purpose and process of the Board of Education meeting were stated.

**4. Consent Agenda**

A motion was made by H. Frydman and seconded by T. Moore for the Bloomfield Board of Education to approve the consent agenda, as presented.

L. Easmon	Aye
H. Frydman	Aye
T. Moore	Aye
L. Simone	Aye

The motion passed unanimously 4-0-0.



## 5. Recognitions

### A. The Junior Reserve Officer Training Corps (JROTC)

Dr. Bethany Silver, Acting Superintendent recognized the cadets of the Junior Reserve Officer Corps (JROTC). On Wednesday, March 27, 2024 the Bloomfield High School JROTC program underwent a comprehensive inspection from US Army Cadet Command. The Bloomfield High School cadets scored 192 out of a possible 200 points earning the highly coveted Honor Unit with Distinction Award. This puts BHS JROTC in the top 10% of all 1800+ JROTC programs world-wide.

### B. CABE Student Leadership Award Recipients

The Connecticut Association of Boards of Education, Student Leadership Awards were presented to students from Carmen Arace Middle School, Global Experience Magnet School and Bloomfield High School. Dr. Silver noted that this annual award program recognizes students in the middle and high schools who exhibit exemplary leadership skills. To qualify as a recipient of this award, students must demonstrate concern for others, be willing to take on challenges, possess the ability to work with others, and have the capability to make difficult decisions.

## 6. Presentations

### A. Music and Performing Arts

Students from Carmen Arace performed a short skit for the Board of Education to demonstrate their writing and performance skills. Students also spoke about the music and performing art program at Carmen Arace and their personal experiences.

### B. Student Representative Report – Global Experience Magnet School

One student representatives from Global Experience Manger School (GEMS) shared a Power Point with the Board of Education. The student reported on recent highlights including a new brand logo, a griffin studying a globe at GEMS. Other highlights was a report on recent student travel experiences including a trip to Mystic, Boston, MA, a college road trip for students in grades 9-11 and a trip to Puerto Rico for seniors. GEMS students were recently honored during the trimester 2 Honor Roll ceremony and several students were recognized with the CT Seal of Biliteracy. After school sports programs and community service activities were also shared with the Board of Education.

The Board Chair took a recess for students to dismiss from 7:35 p.m. to 7:41 p.m.

## 7. Public/PTO Comment

Rickford Kirton, 7 Hickory Lane

Mr. Rickford Kirton addressed the Board of Education. He noted he was deeply troubled by recent events and the departure of key educational leaders has left many feeling uneasy about the future of their children's education. He would like Board of Education to communicate more with the families. He would also like to see more engagement with the families in the form of questions and answers. How is the Board working to ensure continuity and leadership? What supports are giving to teachers during this transitions? Are there any efforts to address the underlying issues for these departures? How can parents actively engage and communicate with the Board?



Leslie King, 116 School Street

Ms. Leslie King stated she is there in support. She is actively engaged parent and she wants to ensure all students and families voices are being heard. She wanted to note that she is there to support and volunteer.

Kimberly Lafortune, 28 Diane Drive

Kimberly Lafortune stated that two minutes in not enough time. This is serious matter and this is not enough. She stated she is disgusted.

## **8. Superintendent's Report**

### **A. Superintendent's Update**

Dr. Bethany Silver, Acting Superintendent provided an update to the Board of Education on the following topics:

- Summer programs and enrollment updates
- The 2024-2025 budget,
- District highlights including the new community bulletin, and
- Upcoming events

### **B. Financial Report – April 2024**

Dr. Bethany Silver reported on the financials as of May 8, 2024. He noted that 1.35% or \$695,071 of the adopted budget has yet to be expended or encumbered.

Dr. Silver noted on the one-page summary report, major account 01 Certified Salaries, is over budget by \$102,577 but within the next 30 days will be booking the remaining receivables for special education out-of-district tuition which will eliminate the deficit in this account.

He also noted account 08 Tuition is over budget by \$40,623. This account has come down from last month which is a result of the Student Support Services closing out open purchase orders. Dr. Silver also highlighted page 1 on the six-page expenditure report. Account 1210 Salaries, Professional Staff and 1240 – Salaries, Clerical are over budget. These overages will be offset by special education out-of-district tuition billing. Cost service manages are closing out purchase orders to ensure funds through June 30, 2024.

## **9. New Business**

### **A. Policies for an Initial Reading**

#### **1. Play-Based Learning – 6142.104**

Ms. Anne Marie Cullinan, Curriculum Specialist, presented an initial reading of Policy 6142.104 Play-Based Learning. The changes to this policy are mandated under Public Act 23-101 (An Act Concerning the Mental, Physical, and Emotional Wellness of Children), and Public Act 23-159 (An Act Concerning Teachers and Paraeducators).

Ms. Cullinan noted this new policy is to ensure compliance with a law passed in 2023 requiring schools to provide play-based learning for kindergarten and preschool students. It also permits a teacher to utilize play-based learning for



grades one to five. Beginning in the 2024-2025 school year, play-based learning must be incorporated into annual professional development programming for pre-K through grade five teachers.

Included in this new policy are definitions around play-based learning. The language was provided by the Connecticut Association of Boards of Education (CABE).

**2. Attendance - Unexcused Absences – Truancy - Students – 5113.2**

Dr. Bethany Silver, Acting Superintendent presented an initial reading of Policy 5113.2 Attendance – Unexcused Absences – Truancy. The updated language to this policy is a result to changes in legislation including new definitions.

The revised policy language is adopted from CABE model policy.

**3. Purchasing – Soliciting Prices - 3323**

Dr. Bethany Silver, Acting Superintendent presented an initial reading of Policy 3323 Purchasing – Soliciting Prices.

The revision on this policy is located on page 4, Section II. Competitive Quotation Process, Subsection A. Purchases Requiring Competitive Quotation Process. The changes increases the requirement of a price quote from purchases over \$1,000.00 to over \$7,500.00. This purchase amount aligns with the Town of Bloomfield’s policy.

Following discussion of this policy at the Policy Committee meeting on April 28, 2024, this will be further reviewed by administration and the finance department.

**10. Board Comments**

T. Moore encouraged the community to provide their feedback at Board meetings. He noted that people should not be personally attacking Board. He acknowledged that Bloomfield students excels at athletics but our students also excel academically. He thanked Dr. Silver and the teachers for all they do. He noted the Board of Education budget is almost 50% of the town budget and Board wants to make sure students are getting what they need.

L. Simone noted the future of Bloomfield was represented beautifully tonight. As a former educator in Bloomfield, when students sit for AP exams those are nation exams and should recognizing for the academic rigor. Dr. Simone also recognized the JROTC cadets and ISG Grant. She noted this is a great community and stated there is much to celebrate in this community.

H. Frydman echoed Mr. Moore’s comments. He noted he was proud to see the students and encompassing more of the arts. He gave accolades to the student presenters. Mr. Frydman attended the French and Spanish awards, and the spring concerts. He stated he



is proud of the CAFE award recipients. He applauded those staff who have long-standing service with Bloomfield. The goal of the Board is to provide a top-notch education and he hopes the Board will look at future upgrades to buildings and programs.

L. Easmon thanked all the Bloomfield teachers and staff. She stated they do a wonderful job and wanted to extend appreciation to all educators. She congratulated the JROTC, the performing arts students and student athletes. She also wanted to thank parents for coming out to the Board of Education meeting to share input. Ms. Easmon noted that the Board meeting is to conduct business, however she or Dr. Silver is available to meet with families' in-person or by phone to answer questions or address concerns. Ms. Easmon noted they are all volunteers and deserve respect.

### **11. Adjournment**

At 8:16 p.m. a motion to adjourn was made by H. Frydman and seconded by T. Moore

The motion passed unanimously 4-0-0.

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F. Bogle-Assegai, Secretary

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B. Silver, Acting Superintendent

# Bloomfield

## BOE EXPENDITURE REPORT BY MAJOR OBJECT

Account Number / Description	Revised budget	Expenses YTD	Encumbrances	Balance Before Req's Sub.	Submitted Requisitions	Balance After Req's Sub	Percent Remaining
	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024
01 CERTIFIED SALARIES	\$15,591,327.00	\$13,207,067.16	\$2,409,410.40	\$(25,150.56)	\$0.00	\$(25,150.56)	(0.16)%
02 NON-CERTIFIED SALARIES	\$8,402,736.00	\$7,107,043.51	\$948,024.40	\$347,668.09	\$0.00	\$347,668.09	4.13%
03 EMPLOYEE BENEFITS	\$11,330,437.00	\$9,592,056.18	\$1,711,555.93	\$26,824.89	\$0.00	\$26,824.89	0.23%
04 CONTRACTED SERVICES	\$2,482,571.00	\$2,087,270.29	\$324,984.12	\$70,316.59	\$0.00	\$70,316.59	2.83%
05 PUPIL TRANSPORTATION	\$3,963,595.00	\$3,580,835.27	\$350,513.11	\$32,246.62	\$6,930.16	\$25,316.46	0.81%
06 INSURANCE	\$198,997.00	\$198,541.00	\$348.00	\$108.00	\$0.00	\$108.00	0.05%
07 COMMUNICATIONS	\$127,476.00	\$91,890.20	\$11,162.07	\$24,423.73	\$0.00	\$24,423.73	19.15%
08 TUITION	\$7,496,966.00	\$6,191,321.44	\$1,362,445.61	\$(56,801.05)	\$0.00	\$(56,801.05)	(0.75)%
09 OTHER PURCHASED SERVICES	\$75,787.00	\$50,616.35	\$3,492.19	\$21,678.46	\$0.00	\$21,678.46	28.60%
10 SUPPLIES	\$397,675.00	\$315,460.78	\$28,018.61	\$54,195.61	\$0.00	\$54,195.61	13.62%
11 OPERATION & MAINTENANCE OF BUILDINGS	\$1,443,615.00	\$1,139,089.09	\$206,621.57	\$97,904.34	\$0.00	\$97,904.34	6.78%
12 TEXTBOOKS/LIBRARY BOOKS/OTHER SUPPL	\$53,050.00	\$35,082.24	\$105.87	\$17,861.89	\$0.00	\$17,861.89	33.66%
13 EQUIPMENT	\$60,302.00	\$37,720.56	\$1,528.98	\$21,052.46	\$0.00	\$21,052.46	34.91%
14 MISCELLANEOUS	\$147,777.00	\$128,889.33	\$13,013.32	\$5,874.35	\$0.00	\$5,874.35	3.97%
<b>GRAND TOTAL</b>	<b>\$51,772,311.00</b>	<b>\$43,762,883.40</b>	<b>\$7,371,224.18</b>	<b>\$638,203.42</b>	<b>\$6,930.16</b>	<b>\$631,273.26</b>	<b>1.23%</b>

# Bloomfield

## BOE EXPENDITURE REPORT BY OBJECT

Account Number / Description	Revised Budget	Expenses YTD	Encumbrances	Balance Before	Submitted	Balance After	Percent
	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Req's Sub. 7/1/2023 - 6/30/2024	Requisitions 7/1/2023 - 6/30/2024	Req's Sub 7/1/2023 - 6/30/2024	Remaining 7/1/2023 - 6/30/2024
1110 SALARIES, TEACHER	\$13,330,126.00	\$11,101,220.80	\$2,254,057.48	\$(25,152.28)	\$0.00	\$(25,152.28)	(0.18)%
1115 SALARIES, ADMIN	\$2,261,201.00	\$2,105,846.36	\$155,352.92	\$1.72	\$0.00	\$1.72	0.00%
01 CERTIFIED SALARIES	\$15,591,327.00	\$13,207,067.16	\$2,409,410.40	\$(25,150.56)	\$0.00	\$(25,150.56)	(0.16)%
1210 SALARIES, PROFESSIONAL STAFF	\$410,862.00	\$370,327.15	\$62,804.81	\$(22,269.96)	\$0.00	\$(22,269.96)	(5.42)%
1215 SALARIES, JROTC	\$116,100.00	\$87,347.44	\$16,339.34	\$12,413.22	\$0.00	\$12,413.22	10.69%
1220 SALARIES, TUTOR	\$320,420.00	\$278,915.01	\$21,003.39	\$20,501.60	\$0.00	\$20,501.60	6.39%
1230 SALARIES, PARA	\$1,875,366.00	\$1,550,528.64	\$250,387.93	\$74,449.43	\$0.00	\$74,449.43	3.96%
1235 SALARIES, NURSES	\$405,659.00	\$297,572.10	\$51,662.40	\$56,424.50	\$0.00	\$56,424.50	13.90%
1240 SALARIES, CLERICAL	\$1,493,621.00	\$1,329,206.69	\$197,776.71	\$(33,362.40)	\$0.00	\$(33,362.40)	(2.23)%
1244 SALARIES, CLERICAL CAO	\$87,796.00	\$77,415.28	\$5,848.49	\$4,532.23	\$0.00	\$4,532.23	5.16%
1246 SALARIES, CLERICAL OFF INSTR LEAD.	\$6,516.00	\$6,515.04	\$0.00	\$0.96	\$0.00	\$0.96	0.01%
1250 SALARIES, BUSINESS OFFICE	\$554,372.00	\$488,185.07	\$55,054.43	\$11,132.50	\$0.00	\$11,132.50	2.00%
1255 SALARIES, TECHNICAL SUPPORT	\$357,766.00	\$321,226.73	\$26,812.21	\$9,727.06	\$0.00	\$9,727.06	2.71%
1257 SALARIES, RESIDENCY OFFICER	\$76,763.00	\$70,823.87	\$5,939.13	\$0.00	\$0.00	\$0.00	0.00%
1260 SALARIES, CUSTODIAN	\$1,431,274.00	\$1,174,981.34	\$159,344.11	\$96,948.55	\$0.00	\$96,948.55	6.77%
1265 SALARIES, MAINTENANCE	\$667,682.00	\$588,819.12	\$68,037.66	\$10,825.22	\$0.00	\$10,825.22	1.62%
1270 SALARIES, MONITOR	\$240,263.00	\$202,913.55	\$23,909.79	\$13,439.66	\$0.00	\$13,439.66	5.59%

# Bloomfield

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1275 SALARIES, CROSSING GUARD	\$39,187.00	\$27,984.40	\$3,104.00	\$8,098.60	\$0.00	\$8,098.60	20.66%
1280 SALARIES, SUPPORT	\$26,433.00	\$21,225.42	\$0.00	\$5,207.58	\$0.00	\$5,207.58	19.70%
1290 OVERTIME, SUPPORT	\$292,656.00	\$213,056.66	\$0.00	\$79,599.34	\$0.00	\$79,599.34	27.19%
02 NON-CERTIFIED SALARIES	\$8,402,736.00	\$7,107,043.51	\$948,024.40	\$347,668.09	\$0.00	\$347,668.09	4.13%
2100 HEALTH INSURANCE	\$7,053,741.00	\$5,481,607.06	\$1,516,096.15	\$56,037.79	\$0.00	\$56,037.79	0.79%
2150 LIFE INSURANCE	\$241,987.00	\$206,441.95	\$26,594.53	\$8,950.52	\$0.00	\$8,950.52	3.69%
2170 INSURANCE BUY-OUT	\$67,566.00	\$50,133.00	\$16,600.00	\$833.00	\$0.00	\$833.00	1.23%
2200 SOCIAL SECURITY	\$1,258,066.00	\$1,057,447.82	\$148,875.61	\$51,742.57	\$0.00	\$51,742.57	4.11%
2300 PENSION	\$1,446,237.00	\$1,431,731.16	\$0.00	\$14,505.84	\$0.00	\$14,505.84	1.00%
2310 OPEB - MEDICAL	\$731,416.00	\$731,416.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2410 SEVERANCE	\$150,809.00	\$267,814.83	\$0.00	\$(117,005.83)	\$0.00	\$(117,005.83)	(77.58)%
2500 COURSE REMUNERATION	\$40,000.00	\$25,880.00	\$3,389.00	\$10,731.00	\$0.00	\$10,731.00	26.82%
2600 UNEMPLOYMENT COMP	\$54,465.00	\$54,464.36	\$0.64	\$0.00	\$0.00	\$0.00	0.00%
2700 WORKERS' COMP	\$285,150.00	\$285,120.00	\$0.00	\$30.00	\$0.00	\$30.00	0.01%
2800 PERSONAL PROPERTY LOSS - DISTRICT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
03 EMPLOYEE BENEFITS	\$11,330,437.00	\$9,592,056.18	\$1,711,555.93	\$26,824.89	\$0.00	\$26,824.89	0.23%
0141 TUITION	\$52,000.00	\$38,638.88	\$13,361.12	\$0.00	\$0.00	\$0.00	0.00%

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3100 ADMIN SERVICES	\$56,539.00	\$38,743.13	\$16,565.17	\$1,230.70	\$0.00	\$1,230.70	2.17%
3200 PROF EDUCATIONAL SERVICES	\$1,294,309.00	\$1,157,065.08	\$132,956.50	\$4,287.42	\$0.00	\$4,287.42	0.33%
3260 TESTING	\$112,121.00	\$93,837.07	\$12,200.00	\$6,083.93	\$0.00	\$6,083.93	5.42%
3300 PROF DEVELOPMENT	\$14,473.00	\$47.10	\$0.00	\$14,425.90	\$0.00	\$14,425.90	99.67%
3400 OTHER PROF SERVICES	\$175,125.00	\$145,461.15	\$29,031.40	\$632.45	\$0.00	\$632.45	0.36%
3500 TECHNICAL SERVICES	\$193,215.00	\$184,319.66	\$0.00	\$8,895.34	\$0.00	\$8,895.34	4.60%
3520 COPIER COSTS	\$102,454.00	\$72,420.82	\$17,697.98	\$12,335.20	\$0.00	\$12,335.20	12.03%
4009 PURCH SERV NON-PUBLIC HEALTH SVCS	\$55,696.00	\$50,126.40	\$5,569.60	\$0.00	\$0.00	\$0.00	0.00%
4300 MAINTENANCE & REPAIR	\$39,409.00	\$11,122.99	\$20,822.84	\$7,463.17	\$0.00	\$7,463.17	18.93%
4310 PURCHASED SERVICES BUILDINGS	\$348,730.00	\$274,481.15	\$63,286.37	\$10,962.48	\$0.00	\$10,962.48	3.14%
4320 VEHICLE MAINTENANCE & REPAIR	\$38,500.00	\$21,006.86	\$13,493.14	\$4,000.00	\$0.00	\$4,000.00	10.38%
04 CONTRACTED SERVICES	\$2,482,571.00	\$2,087,270.29	\$324,984.12	\$70,316.59	\$0.00	\$70,316.59	2.83%
5100 TRANSPORTATION, PUPIL	\$3,906,242.00	\$3,537,663.85	\$343,857.79	\$24,720.36	\$6,930.16	\$17,790.20	0.63%
5820 FIELD TRIPS	\$57,353.00	\$43,171.42	\$6,655.32	\$7,526.26	\$0.00	\$7,526.26	13.12%
05 PUPIL TRANSPORTATION	\$3,963,595.00	\$3,580,835.27	\$350,513.11	\$32,246.62	\$6,930.16	\$25,316.46	0.81%
5200 PROPERTY/LIABILITY INSURANCE	\$178,534.00	\$178,078.00	\$348.00	\$108.00	\$0.00	\$108.00	0.06%
5290 OTHER INSURANCE	\$20,463.00	\$20,463.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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<b>06 INSURANCE</b>	<b>\$198,997.00</b>	<b>\$198,541.00</b>	<b>\$348.00</b>	<b>\$108.00</b>	<b>\$0.00</b>	<b>\$108.00</b>	<b>0.05%</b>
<b>5300 TELEPHONE</b>	<b>\$69,450.00</b>	<b>\$55,870.93</b>	<b>\$7,601.08</b>	<b>\$5,977.99</b>	<b>\$0.00</b>	<b>\$5,977.99</b>	<b>8.60%</b>
<b>5310 POSTAGE</b>	<b>\$28,754.00</b>	<b>\$23,462.91</b>	<b>\$174.26</b>	<b>\$5,116.83</b>	<b>\$0.00</b>	<b>\$5,116.83</b>	<b>17.79%</b>
<b>5400 ADVERTISING</b>	<b>\$3,633.00</b>	<b>\$2,898.00</b>	<b>\$0.00</b>	<b>\$735.00</b>	<b>\$0.00</b>	<b>\$735.00</b>	<b>20.23%</b>
<b>5500 PRINTING</b>	<b>\$25,639.00</b>	<b>\$9,658.36</b>	<b>\$3,386.73</b>	<b>\$12,593.91</b>	<b>\$0.00</b>	<b>\$12,593.91</b>	<b>49.12%</b>
<b>07 COMMUNICATIONS</b>	<b>\$127,476.00</b>	<b>\$91,890.20</b>	<b>\$11,162.07</b>	<b>\$24,423.73</b>	<b>\$0.00</b>	<b>\$24,423.73</b>	<b>19.15%</b>
<b>5600 TUITION, PUBLIC</b>	<b>\$4,192,774.00</b>	<b>\$3,111,198.90</b>	<b>\$1,044,646.46</b>	<b>\$36,928.64</b>	<b>\$0.00</b>	<b>\$36,928.64</b>	<b>0.88%</b>
<b>5630 TUITION, PRIVATE</b>	<b>\$1,243,280.00</b>	<b>\$918,049.84</b>	<b>\$317,799.15</b>	<b>\$7,431.01</b>	<b>\$0.00</b>	<b>\$7,431.01</b>	<b>0.59%</b>
<b>5690 TUITION, MAGNET</b>	<b>\$2,060,912.00</b>	<b>\$2,162,072.70</b>	<b>\$0.00</b>	<b>\$(101,160.70)</b>	<b>\$0.00</b>	<b>\$(101,160.70)</b>	<b>(4.90)%</b>
<b>08 TUITION</b>	<b>\$7,496,966.00</b>	<b>\$6,191,321.44</b>	<b>\$1,362,445.61</b>	<b>\$(56,801.05)</b>	<b>\$0.00</b>	<b>\$(56,801.05)</b>	<b>(0.75)%</b>
<b>5810 STAFF TRAVEL</b>	<b>\$44,162.00</b>	<b>\$36,101.29</b>	<b>\$3,372.19</b>	<b>\$4,688.52</b>	<b>\$0.00</b>	<b>\$4,688.52</b>	<b>10.61%</b>
<b>5814 CONFERENCES &amp; MEETINGS</b>	<b>\$31,625.00</b>	<b>\$14,515.06</b>	<b>\$120.00</b>	<b>\$16,989.94</b>	<b>\$0.00</b>	<b>\$16,989.94</b>	<b>53.72%</b>
<b>09 OTHER PURCHASED SERVICES</b>	<b>\$75,787.00</b>	<b>\$50,616.35</b>	<b>\$3,492.19</b>	<b>\$21,678.46</b>	<b>\$0.00</b>	<b>\$21,678.46</b>	<b>28.60%</b>
<b>6110 INSTRUCTIONAL SUPPLIES</b>	<b>\$254,519.00</b>	<b>\$195,566.11</b>	<b>\$23,547.85</b>	<b>\$35,405.04</b>	<b>\$0.00</b>	<b>\$35,405.04</b>	<b>13.91%</b>
<b>6115 OFFICE SUPPLIES</b>	<b>\$48,517.00</b>	<b>\$37,378.72</b>	<b>\$1,099.06</b>	<b>\$10,039.22</b>	<b>\$0.00</b>	<b>\$10,039.22</b>	<b>20.69%</b>
<b>6116 LIBRARY / AV SUPPLIES</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>100.00%</b>
<b>6117 COMPUTER SUPPLIES</b>	<b>\$7,000.00</b>	<b>\$3,138.37</b>	<b>\$740.18</b>	<b>\$3,121.45</b>	<b>\$0.00</b>	<b>\$3,121.45</b>	<b>44.59%</b>

# Bloomfield

## BOE EXPENDITURE REPORT BY OBJECT

Account Number / Description	Revised Budget 7/1/2023 - 6/30/2024	Expenses YTD 7/1/2023 - 6/30/2024	Encumbrances 7/1/2023 - 6/30/2024	Balance Before Req's Sub. 7/1/2023 - 6/30/2024	Submitted Requisitions 7/1/2023 - 6/30/2024	Balance After Req's Sub	Percent Remaining 7/1/2023 - 6/30/2024
6120 SOFTWARE	\$66,037.00	\$65,679.91	\$0.00	\$357.09	\$0.00	\$357.09	0.54%
6900 OTHER SUPPLIES	\$21,352.00	\$13,697.67	\$2,631.52	\$5,022.81	\$0.00	\$5,022.81	23.52%
10 SUPPLIES	\$397,675.00	\$315,460.78	\$28,018.61	\$54,195.61	\$0.00	\$54,195.61	13.62%
6125 FACILITY SUPPLIES	\$121,905.00	\$91,515.40	\$20,381.32	\$10,008.28	\$0.00	\$10,008.28	8.20%
6130 FACILITY MATERIALS	\$101,150.00	\$77,189.34	\$22,016.10	\$1,944.56	\$0.00	\$1,944.56	1.92%
6200 HEAT	\$414,151.00	\$307,525.25	\$36,675.75	\$69,950.00	\$0.00	\$69,950.00	16.88%
6220 ELECTRICITY	\$713,294.00	\$595,310.32	\$101,982.18	\$16,001.50	\$0.00	\$16,001.50	2.24%
6290 WATER SERVICES	\$89,715.00	\$64,148.78	\$25,566.22	\$0.00	\$0.00	\$0.00	0.00%
7200 BUILDING IMPROVEMENTS	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11 OPERATION & MAINTENANCE OF BUILDINGS	\$1,443,615.00	\$1,139,089.09	\$206,621.57	\$97,904.34	\$0.00	\$97,904.34	6.78%
6410 TEXTBOOKS	\$47,134.00	\$32,798.09	\$0.00	\$14,335.91	\$0.00	\$14,335.91	30.41%
6420 LIBRARY BOOKS, PERIODICALS	\$916.00	\$499.95	\$0.00	\$416.05	\$0.00	\$416.05	45.42%
6430 PROF BOOKS	\$5,000.00	\$1,784.20	\$105.87	\$3,109.93	\$0.00	\$3,109.93	62.19%
12 TEXTBOOKS/LIBRARY BOOKS/OTHER SUPPL	\$53,050.00	\$35,082.24	\$105.87	\$17,861.89	\$0.00	\$17,861.89	33.66%
7300 NEW EQUIPMENT	\$16,460.00	\$6,149.38	\$1,526.98	\$8,783.64	\$0.00	\$8,783.64	53.36%
7320 REPLACEMENT EQUIPMENT	\$27,478.00	\$15,207.43	\$2.00	\$12,268.57	\$0.00	\$12,268.57	44.64%
7340 COMPUTER EQUIP	\$16,364.00	\$16,363.75	\$0.00	\$0.25	\$0.00	\$0.25	0.00%

# Bloomfield

## BOE EXPENDITURE REPORT BY OBJECT

Account Number / Description	Revised Budget 7/1/2023 - 6/30/2024	Expenses YTD 7/1/2023 - 6/30/2024	Encumbrances 7/1/2023 - 6/30/2024	Balance Before Req's Sub. 7/1/2023 - 6/30/2024	Submitted Requisitions 7/1/2023 - 6/30/2024	Balance After Req's Sub	Percent Remaining 7/1/2023 - 6/30/2024
<b>13 EQUIPMENT</b>	<b>\$60,302.00</b>	<b>\$37,720.56</b>	<b>\$1,528.98</b>	<b>\$21,052.46</b>	<b>\$0.00</b>	<b>\$21,052.46</b>	<b>34.91%</b>
<b>8100 DUES &amp; FEES</b>	<b>\$46,352.00</b>	<b>\$42,311.00</b>	<b>\$300.00</b>	<b>\$3,741.00</b>	<b>\$0.00</b>	<b>\$3,741.00</b>	<b>8.07%</b>
<b>8800 ATHLETIC PROGRAMS</b>	<b>\$81,526.00</b>	<b>\$73,574.77</b>	<b>\$7,384.53</b>	<b>\$566.70</b>	<b>\$0.00</b>	<b>\$566.70</b>	<b>0.69%</b>
<b>8900 STUDENT ACTIVITIES</b>	<b>\$19,899.00</b>	<b>\$13,003.56</b>	<b>\$5,328.79</b>	<b>\$1,566.65</b>	<b>\$0.00</b>	<b>\$1,566.65</b>	<b>7.87%</b>
<b>14 MISCELLANEOUS</b>	<b>\$147,777.00</b>	<b>\$128,889.33</b>	<b>\$13,013.32</b>	<b>\$5,874.35</b>	<b>\$0.00</b>	<b>\$5,874.35</b>	<b>3.97%</b>
<b>GRAND TOTAL</b>	<b>\$51,772,311.00</b>	<b>\$43,762,883.40</b>	<b>\$7,371,224.18</b>	<b>\$638,203.42</b>	<b>\$6,930.16</b>	<b>\$631,273.26</b>	<b>1.23%</b>

## **Remote Work Policy Personnel - Certified/Non-Certified**

For purposes of this policy, Remote Work (also known as Telecommuting or Telework) is defined as the performance of the essential functions of one's job description in a work location other than one's assigned school or office or approved District location through the use of internet, email, phone and/or other technologies. By using available technology, an employee is not required to physically commute from home or elsewhere to a District work location. The Board of Education (the "Board") recognizes that providing staff members the flexibility of working remotely may be necessary or desirable at times.

Working remotely does not change in any manner the terms and conditions of employment with the Board. Any change in the terms and conditions of employment shall be made a part of a written Memorandum of Understanding (MOU) between the Board and the applicable employee bargaining unit. MOUs will be developed with the assistance of legal counsel.

Remote Work is neither a universal employee entitlement nor a universal employee benefit. Remote Work is not appropriate for all employees and positions, nor all employees in the same or similar jobs, and shall be considered on a case-by-case basis by the Superintendent and/or his/her designees. Positions that provide direct support to students, families, and constituents or direct service to District facilities are **not** generally eligible for Remote Work. Remote Work may be considered in the following circumstances **at the discretion** of the Superintendent and/or his/her designees:

- As a reasonable accommodation under the Americans with Disabilities Act (ADA) for eligible positions;
- In response to circumstances or events outside the control of the District that interrupt the District's ability to conduct school or business on a regular basis, such as natural disasters;
- As an option for employees other than those identified as essential, who would otherwise report to work during emergency school closings;
- When the completion of special project work requiring minimal interruptions is necessary; and,
- When it is otherwise beneficial to the District to have particular staff members fulfill their professional responsibilities by working remotely.

Requests to work remotely will be considered on a case-by-case basis in accordance with relevant local, state, and federal laws and regulations; Board issued policies and regulations; the Bloomfield Municipal Code, and the educational needs of the District. All Remote Work must be approved in writing by the Superintendent and/or his/her designees, and may be discontinued by the Superintendent and/or his/her designees at any time and for any reason. The Superintendent and/or his/her designees at their discretion may make exceptions to the Remote Work policy in order to meet the needs of the District and its employees – all exceptions must be documented in writing.

The following policy outlines expectations and provides guidance should staff be permitted to engage in Remote Work.

### **Availability**

Employees working from a remote location shall be available to fulfill their professional responsibilities for a period of time not to exceed the length of the regular school day or work-day, per contract. No employee shall be required to work more than the contracted number of days provided in the party's employment contract/bargaining unit agreement. The total number of contractual days will vary depending on the employee's contract/bargaining unit agreement.

### **Responsiveness**

It is the Board's expectation that Remote Work take place during the identified work-day, as outlined above. During this time, Remote employees are required to check their school email and voicemail regularly and shall be available to co-workers, students, families and the community during their regularly scheduled workday. It is expected that staff working during this time respond in a timely manner to requests for information and be productive employees. Lack of responsiveness on the part of the employee may result in termination of Remote Work opportunities.

### **Equipment Required**

Staff approved for Remote Work must use the District provided laptops for their Remote Work. In this way, the District security protocols, including VPN technology, will be made available to employees working remotely. Beyond the provided laptop computer and necessary software for access to District resources, the District is **not** obligated to provide any additional or supplementary technology to staff approved for Remote Work (for example, second monitors or cell phones). It is the responsibility of staff approved for Remote Work to ensure internet access from their remote location that is secure and fast enough to complete assigned duties.

Staff unable or unwilling to ensure adequate internet access from their remote location or staff requiring additional technology to productively engage in Remote Work have the option of working from a District location. Using the Internet from public WiFi is prohibited for remote work because of the potential to compromise critical and sensitive student information or financial information. District technology support will continue to be available as needed but it will only be provided at District locations.

### **Guidelines for Remote Work**

District employees who are approved by the Superintendent and/or his/her designees for a Remote Work arrangement will adhere to the following guidelines under the direction of their Supervisor/Evaluator.

*Work Environment* – District employees who are approved for a Remote Work arrangement will ensure they have a Remote Work environment with all of the following:

- A. Furnishings (for example a private workspace, desk, chair) that enable the employee to accomplish their assigned duties;
- B. Privacy allowing unobstructed and uninterrupted work;
- C. Security over work-related technology, materials, and correspondence;
- D. Separation from ongoing domestic activities with children, family, or pets;
- E. Control over noise and interruptions; and,
- F. Adequate internet and telephone service as necessary for completing work tasks at the employee's expense.

*Work Activity* – District employees who are approved for Remote Work will:

- A. Adhere to the number of days and/or hours approved for Remote Work;
- B. Maintain the manner and frequency of communication with their Supervisor and/or his/her designees as expressly directed;
- C. Be accessible by telephone or electronically within a reasonable time period during the agreed upon work schedule;
- D. Not hold in-person interactions with business contacts in the employee's residential location; and,
- E. Enable video when joining virtual meetings, unless there are technical difficulties, and use a background screen approved by their Supervisor.

Time at a Remote Work location spent on activities other than work shall not be submitted as work time by the employee. Such a circumstance would constitute falsification of time records to receive pay for time not worked and shall be grounds for termination from employment.

Employees eligible for Remote Work are strictly confined to telecommuting within the United States of America and with work hours in alignment with EST/EDT.

### **Additional requirements**

1. Remote Work may not be used in lieu of taking sick leave.
2. Staff shall not be approved for Remote Work if they are the primary caregiver for another person at the remote location during their assigned work day.
3. Employees approved for Remote Work must comply with the same policies, laws, contracts and work schedules as their non-remote counterparts.
4. An employee's performance during Remote Work will be evaluated and monitored in the same manner as all employees at their assigned school or office, and Remote employees must meet all of the same evaluation performance standards as their non-remote counterparts.
5. Work-related injuries that occur in the alternate work location must be reported to the Supervisor and require adherence to the worker's compensation guidelines.
6. Employees are responsible for maintaining and protecting equipment on loan from the District. Equipment on loan shall be used for work-related purposes only and use is

governed by the Board policies and regulations on Computer Use, specifically No. 4118.5 and No. 4118.5(a). Remote Employees are responsible for the cost of replacing laptops or other technologies loaned to them that are lost or stolen. Remote Employees are also responsible for the cost of replacing or repairing loaned technologies that are damaged outside of a Remote employee's standard work activities. For example, a Remote Employee will be responsible for the cost of repairing a laptop on which they spilled liquid; however, a Remote Employee would likely not bear responsibility for repairing a laptop that stops working while the Remote Employee is using the laptop for an acceptable use, as defined by the Board's policies.

7. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.

(cf. [4112/4212](#) - Appointment and Conditions of Employment)

(cf. [4113.1/4213.1](#) - Load/Scheduling/Hours of Employment)

(cf. [4113/4213](#) - Work Year)

(cf. [4115/4215](#) - Evaluation)

(cf. [4118.22](#) - Code of Ethics)

(cf. [4118.5/4218.5](#) - Acceptable Computer Network Use)

Legal Reference Connecticut General Statutes: [10-221](#) Boards of education to prescribe rules, policies and procedures.

[Family Medical Leave Act \(FMLA\)](#)

[Americans with Disabilities Act \(ADA\)](#)

**Policy adopted:**

## Administrative Regulations

### **4113.6 Remote Work Policy**

#### **Purpose**

The purpose of this administrative regulation is to provide detailed guidelines and procedures for the implementation and management of the Board of Education's Remote Work Policy. These regulations aim to ensure smooth operations, productivity, and accountability while employees work remotely.

#### **Eligibility and Approval Process**

**2.1 Eligibility:** Remote Work arrangements may be considered for employees whose job responsibilities and tasks can be effectively performed outside the traditional office environment.

**2.2 Request Process:** Employees interested in Remote Work must submit a formal request in writing to their immediate Supervisor/Evaluator and the Human Resources department. The request should include a Remote Work Agreement (Appendix A) signed by both the employee and their supervisor/evaluator.

**2.3 Approval Process:** Requests to work remotely will be considered on a case-by-case basis in accordance with relevant local, state, and federal laws and regulations; Board issued policies/regulations; the Bloomfield Municipal Code, and the educational needs of the District. All Remote Work must be approved in writing by the Superintendent and/or his/her designees, and may be discontinued by the Superintendent and/or his/her designees at any time.

#### **Work Arrangements and Schedule**

**3.1 Work Location:** Remote Work may be conducted from an employee's home or any other suitable remote location. Employees must ensure that the Remote Work environment is free from distractions and conducive to productivity.

**3.2 Work Schedule:** Remote employees are expected to adhere to their regular work schedule unless otherwise agreed upon with their Supervisor. Flexibility in work hours may be granted, at Supervisor's discretion, provided that core business hours and customer needs are adequately covered.

**3.3 Availability and Communication:** Remote employees must remain accessible during their scheduled work hours via email, phone, and/or other agreed-upon communication channels. They should respond to voicemail and text messages within a half day, and to emails and other written media within 24 hours, acknowledging receipt.

## **Equipment and Technology**

**4.1 Equipment:** Remote employees **may** be loaned a laptop or other technologies by the District for the purposes of Remote Work. The provision of technology for Remote work is NOT mandatory and it is at the complete discretion of the Board. Employees are responsible for the proper use, care, and security of the provided equipment. Remote Employees are responsible for the cost of replacing laptops or other technologies loaned to them that are lost or stolen. Remote Employees are also responsible for the cost of replacing or repairing loaned technologies that are damaged outside of a Remote employee's standard work activities. For example, a Remote Employee will be responsible for the cost of repairing a laptop on which they spilled liquid; however, a Remote Employee would likely not bear responsibility for repairing a laptop that stops working while the Remote Employee is using the laptop for an acceptable use, as defined by the Board's policies.

**4.2 Internet and Connectivity:** Remote employees must maintain a reliable, secure internet connection at their Remote Work location that is fast enough to perform their job duties effectively. This internet service is at the employee's expense, not the District. Remote employees must promptly report any connectivity issues to the IT department for troubleshooting.

**4.3 Security and Data Protection:** Remote employees must follow the organization's information security policies and practices, including the use of secure network connections, password protection, and data encryption. Confidential and sensitive information must be safeguarded at all times.

## **Performance Management and Evaluation**

**5.1 Performance Expectations:** Remote employees are expected to meet the same performance standards as in-office employees. Clear performance expectations and deliverables must be established and communicated by Supervisors/Evaluators. Regular check-ins and progress reviews should be conducted to monitor performance.

**5.2 Monitoring and Reporting:** Supervisors/Evaluators may implement reasonable monitoring mechanisms to track work progress and ensure accountability. Remote employees may be required to submit periodic progress reports or timesheets as per the organization's policies.

**5.3 Training and Professional Development:** Remote employees should have access to training opportunities, professional development resources, and virtual collaboration tools to enhance their skills and stay updated in their respective roles.

## **Health and Safety**

**6.1 Ergonomics:** Remote employees should be aware of and comply with ergonomic best practices to maintain a safe and comfortable work environment. The organization may provide guidelines or resources related to workstation setup and ergonomics.

**6.2 Health and Wellness:** Remote employees should prioritize their physical and mental well-being. The organization may offer resources such as wellness programs, mental health support, and ergonomic assessments to promote employee health.

**Termination or Modification of Remote Work Arrangement**

The organization reserves the right to modify or terminate a remote work arrangement at any time for any reason and in accordance with all applicable laws and regulations. In such cases, notice will be provided to affected employees, and discussions regarding alternative work arrangements may be initiated.

**Compliance**

Employees are expected to comply with these administrative regulations, as well as other relevant organizational policies, procedures, and applicable laws and regulations. Failure to adhere to these regulations may result in disciplinary action, up to and including the termination of the remote work arrangement and/or termination of employment.

These administrative regulations are effective immediately upon approval. Any future amendments or updates will be communicated to employees as needed.

Please refer to the Remote Work Agreement (Appendix A) for additional terms and conditions governing remote work arrangements.

**Appendix A: Remote Work Agreement**

This appendix contains the Remote Work Agreement form, which outlines specific terms and conditions agreed upon by the employee and their supervisor for the remote work arrangement. The form covers aspects such as work hours, deliverables, equipment, communication, and confidentiality.

**Appendix A: Remote Work Agreement**

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Effective Dates (Specify Start and Stop Dates, not to exceed 12 months or span more than the current fiscal year): \_\_\_\_\_

This Remote Work Agreement ("Agreement") is entered into between the employee and the organization, outlining the terms and conditions governing the remote work arrangement. Both parties agree to adhere to the following terms:

**Work Schedule and Hours:**

- a. Remote work schedule: \_\_\_\_\_
- b. Core business hours (if applicable): \_\_\_\_\_
- c. Breaks and lunch hours: \_\_\_\_\_

**Work Location:**

- a. Remote work location: \_\_\_\_\_
- b. Employee's responsibility to maintain a suitable and productive remote work environment.

**Deliverables and Performance Expectations:**

- a. Description of job responsibilities and deliverables during remote work.
- b. Performance goals and expectations set by the supervisor.
- c. Measurement and reporting mechanisms for tracking progress.

**Equipment and Technology:**

- a. Equipment provided by the organization (if any):  
\_\_\_\_\_
- b. Employee's responsibility for equipment care, security, and return (if applicable).
- c. Internet and connectivity requirements.

**Communication:**

- a. Communication channels to be used for work-related discussions.
- b. Availability expectations during work hours.
- c. Prompt response to emails, calls, and other forms of communication.

**Information Security and Confidentiality:**

- a. Adherence to the organization's information security policies.
- b. Protection of confidential and sensitive information.
- c. Secure storage and disposal of physical and digital documents.

**Training and Professional Development:**

- a. Access to training resources, virtual collaboration tools, and professional development opportunities.
- b. Employee's responsibility to engage in professional development activities.

**Health and Safety:**

- a. Compliance with ergonomic guidelines and workstation setup recommendations.
- b. Employee's responsibility to maintain physical and mental well-being.

**Termination or Modification of Remote Work Arrangement:**

- a. The organization's right to modify or terminate the remote work arrangement.
- b. Notice period and discussions regarding alternatives (if applicable).

**Compliance:**

- a. Compliance with these terms and conditions, organizational policies, and applicable laws and regulations.
- b. Consequences of non-compliance.

Both the employee and the Supervisor acknowledge that they have read, understood, and agreed to the terms of this Remote Work Agreement.

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Supervisor/Evaluator Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

By signing this Agreement, both parties confirm their commitment to the remote work arrangement and agree to fulfill their respective responsibilities outlined herein.

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

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**BOARD POLICY**

**No. 6142.104(a)**

**Play-Based Learning**

**Approved:**

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Play is a fundamental aspect of childhood and a powerful tool for learning, development, and well-being. The Bloomfield Board of Education recognizes the importance of play in the educational process and is committed to supporting and promoting play as an integral component for engaging students in all areas of the district's curricula. Strategically aligning play-based learning with curriculum standards can help meet the Board's goal to realize increased academic gains while improving executive function or self-regulation among all students.

Along with supporting the Board's recognition of the educational value of play-based learning, the purpose of this policy is to ensure compliance with a law passed in 2023 requiring schools to provide play-based learning for kindergarten and preschool students and to permit a teacher to utilize play-based learning for grades one to five.

Teachers are permitted to utilize play-based learning during the instructional time of a regular school day for all students in grades one to five. The teacher's role in play-based learning is to create an appropriate learning environment, ask questions, set up investigations and challenges, offer ideas, and provide feedback. While children engage in play-based learning, teachers are expected to observe, document, assess learning, and plan for the next day's experience.

Beginning in the 2024-25 school year, play-based learning must be incorporated into annual professional development programming for pre-K through grade five teachers.

**Definitions**

**“Play-Based Learning”** means a pedagogical approach that emphasizes play in promoting learning and includes developmentally appropriate strategies that can be integrated with existing learning standards. “Play-based learning” does not mean time spent in recess or as part of a physical education course or instruction.

**“Free Play”** means unstructured, voluntary, child-initiated activities that are performed by a child for self-amusement and have behavioral, social and psychomotor rewards except “free play” may be structured to promote activities that are child-directed, joyful and spontaneous.

**“Guided Play”** means learning experiences that combine the child-directed nature of free play with a focus on learning outcomes and adult guidance.

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

Play-Based Learning (continued)

**BOARD POLICY No. 6142.104(b)**

“**Recess**” means the time during the regular school day for each student enrolled in elementary school that is devoted to physical exercise or not less than twenty minutes in total pursuant to section 10-221o of the general statutes.

“**Mobile Electronic Device**” has the same meaning as provided in section 10-222d of the general statutes.

“**Instructional Time**” means the time of actual school work during a regular school day.

## **Instruction**

### **Guidance for Pre-K and Kindergarten**

Play-based learning during the instructional time of each regular school day for all students in kindergarten and any preschool program offered by the board shall be provided. Such play-based learning must be incorporated and integrated into daily practice, allow for the needs of such students to be met through free play, guided play and games, and be predominantly free of the use of mobile electronics.

### **Guidance for Grades 1-5**

Teachers are permitted to utilize play-based learning during the instructional time of a regular school day for all students in grades one to five, inclusive. Such play-based learning may be incorporated and integrated into daily practice, shall allow for the needs of such students to be met through free play, guided play and games, and shall be predominantly free of the use of mobile electronic devices.

Any play-based learning utilized under this policy must comply with the individualized educational program (IEP) or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, for any student.

A school employee may only prevent or otherwise restrict a student’s participation in play-based learning if such prevention or restriction is in accordance with this policy pursuant to section 10-221 of the general statutes.

Legal Reference:       Public Act 23-101 (An Act Concerning the Mental, Physical, and Emotional Wellness of Children), § 20  
                                  Public Act 23-159 (An Act Concerning Teachers and Paraeducators), §§ 4-5

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**BOARD POLICY**

**No. 5113.2(a)**

**RE: Attendance, Excused Absences, and Truancy  
Students**

Approved: 11/12/2002

Revised: 3/8/2016

Revised: 11/14/2017

Revised: 4/2/2019

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**Introduction**

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students' parents, guardians or with the students themselves when they become of legal age.

The district's policy on student truancy stresses early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused", "unexcused" and "disciplinary" absences.

In order for students to develop to their full potential, the Board of Education deems it essential that students attend school on a regular basis. The learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

**Definitions**

"**Truant**" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"**In attendance**" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

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"**Chronically absent child**" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

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"**Absence**" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to CGS 10-198b.

"**District chronic absenteeism rate**" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

"**School chronic absenteeism rate**" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

**Excused Absence**

The Board believes a student should not be absent from school without the parents' knowledge and consent, therefore verification of an absence should be in writing by parent or guardian.

For absences one through nine, an absence shall be considered "excused" when a child does not attend school and appropriate documentation is provided by the student's parent/guardian approving the absence, due to:

- A. Illness or injury,
- B. Death in the immediate family,
- C. Religious obligation,
- D. Court appearance,
- E. School sponsored activity,
- F. Lack of transportation that is normally provided by a district other than the one the students attends, (This reason does not require documentation.)
- G. An emergency, or
- H. Other exceptional circumstances and extraordinary educational opportunities preapproved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

For the tenth absence and all others thereafter, the same reasons cited above shall constitute "excused" absences. Documentation by a medical professional is required for illness, regardless of the length of the absence once the tenth absence is recorded.

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**Unexcused Absence**

Board policy with respect to unexcused absences stresses prevention and inquiry leading to

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remediation of absences. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

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~~**Unexcused Absence**~~

~~Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.~~

A student’s absence from school shall be considered “unexcused” unless the absence meets the definitions, listed above, for an “excused” absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

**Release of Student During School Day**

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations. Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Dismissal before the normal end of the school day must be requested in writing.

Students who become ill during the school day may be excused by the school nurse, and transportation home will be arranged by school personnel.

**Truancy**

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Annually notify parents or other person having control of each child enrolled, ages five (5) to eighteen (18), inclusive in writing of the obligations of the parent pursuant to student

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attendance (C.G.S. 10-184).

2. Obtain from each parent or other persons having control of an enrolled child a telephone number or other means of contacting such parent or other person during the school day.

3. Establish a system for monitoring student's individual absences/tardies.

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4. Notify, by telephone and by mail the parent(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person is aware of the student's absence. The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the

Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

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~~1. Annually notify parents or other person having control of each child enrolled, ages five (5) to eighteen (18), inclusive in writing of the obligations of the parent pursuant to student attendance (C.G.S. 10-184).~~

~~2. Obtain from each parent or other persons having control of an enrolled child a telephone number or other means of contacting such parent or other person during the school day.~~

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5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

6. Hold a meeting with appropriate staff and the parent or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.

7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.

8. Provide for the coordination of services and refer enrolled students who are truants or to community agencies providing child and family services.

A student who is identified as a "truant" may be subject to the following consequences:

a. Promotion to the next grade may be contingent upon the student successfully completing a summer school program

b. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level

Persons who in good faith give or fail to give notice pursuant to subdivision (4) above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and

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shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

The board, on or before 8/15/18, shall implement a truancy intervention model identified by the state department of education (SDE) for any school within the district that has a disproportionately high rate of truancy, as determined by the commission of education.

Chronic Absenteeism

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**Chronic Absenteeism**

As used in this section, the following additional definitions are applicable:

Chronically absent child: an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten per cent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198B.

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~~BOARD POLICY No. 5113.2(d)~~

~~8. Provide for the coordination of services and refer enrolled students who are truants or to community agencies providing child and family services.~~

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~~Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198B.~~

~~District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.~~

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School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. ~~1.~~ A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. ~~2.~~ A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. ~~3.~~ A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a district chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. (SDE to develop by 1/1/16.)

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

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BOARD POLICY No. 5113.2(e)

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~~The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.~~

The principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

### **Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall

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develop regulations which will detail the following school district obligations under the district's truancy policy.

1. ~~1.~~ Notify parents annually of their obligations under the attendance policy.
2. ~~2.~~ Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. ~~3.~~ Establish a system to monitor student attendance.
- ~~4.~~ Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. (Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or
4. criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)
5. ~~5.~~ Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. ~~6.~~ Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. ~~7.~~ Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

~~Students so identified may be subject to:~~

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Students so identified may be subject to:

- (a) ~~(a)~~ retention in the same grade to acquire necessary skills for promotion or retention.
  - (b) ~~(b)~~ a requirement to complete a summer school program successfully before being promoted to the next grade.
- ~~8.~~ When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
- 8.
9. ~~9.~~ Provide coordination of services and refer "truants" to community agencies which provide child and family services.
10. If in existence, refer the child to the children's probate court truancy clinic.
- ~~10. If in existence, refer the child to the children's probate court truancy clinic.~~

The Board, on or before 8/15/18, shall implement a truancy intervention model identified by the Connecticut State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as identified by the Commissioner of Education. The intervention models must also address the needs of students with disabilities. Parents or other persons having control of each child shall be notified of such truancy model.

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

- 1. ~~1.~~ A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
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Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and students with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

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BOARD POLICY No. 5113.2(f)

Legal Reference: Connecticut General Statutes

~~10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157 AND PA 18-15)~~

~~10-198a Policies and procedures concerning truants (as amended by PA 00-157 and PA 11-136)~~

~~10-198b State board of education to define “excused absence,” “unexcused absence,” and “disciplinary absences”~~

~~10-198c Attendance Review teams (as amended by pa 17-14 and pa 18-182)~~

~~10-198d Chronic absenteeism~~

~~10-199 through 10-202 Attendance, truancy in general. (Revised 1995—PA 95-304)~~

~~45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by pa 15-225)~~

~~10-220(e) Duties of boards of education (as amended by PA 15-225)~~

~~10-202e-f Policy on dropout prevention and grant program.~~

~~10-221(b) Board of education to prescribe rules.~~

~~Campbell v New Milford, 193 Conn 93 (1984).~~

~~Action taken by State Board of Education on January 2, 2008, to define “attendance.”~~

~~Action taken by the State Board of Education on June 27, 2012 to define “excused” and “unexcused” absences. Connecticut General Statutes §10-220~~

~~Connecticut General Statutes §10-184~~

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Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a`

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School

Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)

Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention (April 2013)

Connecticut State Department of Education, Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts (April 2017)

Connecticut State Department of Education Memorandum, Youth Service

Bureau Referral for Truancy and Defiance of School Rules (February 22,2018)

Connecticut State Department of Education, Youth Service Bureau

Referral Guide (February 2018)

Connecticut State Department of Education, Adapt, Advance, Achieve:

Connecticut's Plan to Learn and Grow Together (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

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**BOARD POLICY**

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**Introduction**

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**Definitions**

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BOARD POLICY No. 5113.2(c)

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Dismissal before the normal end of the school day must be requested in writing.

Students who become ill during the school day may be excused by the school nurse, and transportation home will be arranged by school personnel.

**Truancy**

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Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

6. Hold a meeting with appropriate staff and the parent or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.

7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.

8. Provide for the coordination of services and refer enrolled students who are truants or to community agencies providing child and family services.

A student who is identified as a "truant" may be subject to the following consequences:

- a. Promotion to the next grade may be contingent upon the student successfully completing a summer school program
- b. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level

Persons who in good faith give or fail to give notice pursuant to subdivision (4) above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

The board, on or before 8/15/18, shall implement a truancy intervention model identified by the state department of education (SDE) for any school within the district that has a disproportionately high rate of truancy, as determined by the commission of education.

BLOOMFIELD PUBLIC SCHOOLS  
Bloomfield, Connecticut

BOARD POLICY No. 5113.2(e)

**Chronic Absenteeism**

As used in this section, the following additional definitions are applicable:

Chronically absent child: an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten per cent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198B.

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a district chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. (SDE to develop by 1/1/16.)

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

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BOARD POLICY No. 5113.2(f)

The principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

**Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. (Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

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Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion or retention.
  - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
  9. Provide coordination of services and refer "truants" to community agencies which provide child and family services.
  10. If in existence, refer the child to the children's probate court truancy clinic.

The Board, on or before 8/15/18, shall implement a truancy intervention model identified by the Connecticut State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as identified by the Commissioner of Education. The intervention models must also address the needs of students with disabilities. Parents or other persons having control of each child shall be notified of such truancy model.

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

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Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and students with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes

10-184 Duties of parents.

10-198a Policies and procedures concerning truants

10-198b State board of education to define "excused absence," "unexcused absence," and "disciplinary absences"

10-198c Attendance Review teams

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

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Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a`

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School

Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)

Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention (April 2013)

Connecticut State Department of Education, Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts (April 2017)

Connecticut State Department of Education Memorandum, Youth Service

Bureau Referral for Truancy and Defiance of School Rules (February 22,2018)

Connecticut State Department of Education, Youth Service Bureau

Referral Guide (February 2018)

Connecticut State Department of Education, Adapt, Advance, Achieve:

Connecticut's Plan to Learn and Grow Together (June 29, 2020), available at <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

**BLOOMFIELD PUBLIC SCHOOLS**  
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**BOARD POLICY**

**No. 3323(a)**

**RE: Purchasing – Soliciting Prices  
Business**

**Adopted: 9/17/2002**

**Approved: 10/6/2015**

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The spirit of this policy is for fair commerce and bidding, and the prevention of collusion and nepotism.

I. **COMPETITIVE BIDDING PROCESS**

A. Purchases Requiring Competitive Bidding Process (\$~~2050~~,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$~~2050~~,000 or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least \$~~2050~~,000, but less than \$~~40150~~,000, may be awarded by the Superintendent or his/her designee. Such purchases in the amount of \$~~40150~~,000 or more must be awarded by the Board, unless delegated to the Superintendent of Schools.

General Services include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

**BLOOMFIELD PUBLIC SCHOOLS**  
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**BOARD POLICY**

**No. 3323(b)**

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C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper circulated in the Town of Bloomfield. At least five calendar days must intervene between the date of the last newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of at least \$2050,000, but less than \$40150,000, the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of \$40150,000 or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

**BLOOMFIELD PUBLIC SCHOOLS**  
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**BOARD POLICY**

**No. 3323(c)**

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E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. All security presented must show the "Town of Bloomfield" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder").

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

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**BOARD POLICY**

**No. 3323(d)**

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G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures. The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

II. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least ~~\$1,000~~-\$7510,000 but less than \$2050,000. Purchases of goods or services which involve an expenditure of less than ~~\$1,000~~-\$7510,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

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**BOARD POLICY**

**No. 3323(e)**

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The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements.

**III. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES**

**A. Purchases Requiring Competitive Proposal Process**

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase is expected to exceed the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section IV.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP"), except in emergency circumstances as determined by the Superintendent.

Purchases of Special or Professional Services that are expected to be less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

**B. Informal Competitive Proposal Process (\$~~2050~~,000 to \$~~40150~~,000)**

Purchases of Special or Professional Services for at least \$~~2050~~,000 but less than \$~~40150~~,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

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**BOARD POLICY**

**No. 3323(f)**

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An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$~~40~~150,000 or more)

Request for Proposals for Purchases of Special or Professional Services for \$~~40~~150,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible. The award of any such contracts for \$~~40~~150,000 or more shall be approved by the Board, unless delegated to the Superintendent of Schools.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

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**BOARD POLICY**

**No. 3323(g)**

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A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

**IV. WAIVERS**

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.

**BLOOMFIELD PUBLIC SCHOOLS**  
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**BOARD POLICY**

**No. 3323(h)**

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For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

V. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this manual.

Records of all bids and of the successful bidder shall be kept in the office of the superintendent/designee where they shall be open to public inspection. No transaction shall be divided for the purpose of evading the provisions of this policy.

ADMINISTRATIVE REGULATIONS:  
Non-Collusion and Nepotism Prevention Affidavit

Bidder Non-Collusion and Nepotism Prevention Affidavit

I, \_\_\_\_\_ [Name of Affiant], on behalf of  
\_\_\_\_\_ [Vendor/Organization Name], hereby  
declare and affirm, under penalty of law, that I have read and understood the Non-Collusion  
and Nepotism Prevention Affidavit as outlined below, and I hereby attest that:

1. I represent \_\_\_\_\_ [Vendor/Organization Name], a  
vendor conducting business with Bloomfield Public Schools (hereinafter referred to  
as "the School District"), and I have the authority to make this affidavit on behalf of  
the vendor/organization.
2. \_\_\_\_\_ [Vendor/Organization Name] is committed to  
conducting its business activities with the School District in a fair, transparent, and  
ethical manner, and to prevent any form of collusion, nepotism, or conflicts of  
interest.
3. I affirm that all bids, proposals, and offers submitted to the School District are true,  
accurate, and complete to the best of my knowledge, and have been prepared  
independently without collusion, communication, or agreement with any other  
vendor or competitor.
4. I certify that \_\_\_\_\_ [Vendor/Organization Name] and its  
employees involved in the bidding process for the School District's projects or  
contracts have not engaged in any form of collusion, price fixing, bid rigging, or any  
other anti-competitive behavior that would compromise the integrity of the  
procurement process.
5. I confirm that \_\_\_\_\_ [Vendor/Organization Name] and  
its employees involved in the bidding process have not solicited, accepted, or  
offered any unauthorized gifts, favors, or benefits to any employee, official, or  
representative of the School District to influence the procurement process unfairly.
6. I affirm that \_\_\_\_\_ [Vendor/Organization Name] and its  
employees involved in the bidding process are not related by blood, marriage, or any  
other familial or cohabitation relationship to any employee, official, or

representative of the School District, which would create a conflict of interest or give rise to the appearance of nepotism.

7. I understand that the School District relies on the accuracy and honesty of the information provided by \_\_\_\_\_ [Vendor/Organization Name] during the procurement process, and any misrepresentation, false statement, or omission may result in disqualification, termination of contracts, legal consequences, or other appropriate remedies as determined by the School District.
8. I acknowledge that the statements made in this affidavit are true, accurate, and complete to the best of my knowledge and belief. I understand that any false statements or omissions may lead to legal penalties and consequences.
9. I attest that no officer or employee or person whose salary is payable in whole or in part from the Town of Bloomfield is directly or indirectly interested in this Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

Signed this [Date] day of [Month, Year].

\_\_\_\_\_ [Name of Affiant]  
\_\_\_\_\_ [Title/Position]  
\_\_\_\_\_ [Vendor/Organization Name]  
\_\_\_\_\_ Date

Witnessed by:

\_\_\_\_\_ [Name of Witness]  
\_\_\_\_\_ [Title/Position]  
\_\_\_\_\_ [Vendor/Organization Name]  
\_\_\_\_\_ Date

Subscribed and sworn before me

\_\_\_\_\_ Date  
\_\_\_\_\_ [Notary Public]  
\_\_\_\_\_ Date My Commission expires