

School/Community Relations & Policy Committee Special Meeting Revised

Tuesday, March 11, 2025 - 5:30 PM

Join Zoom Meeting

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Meeting ID: 853 3683 9965

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1. Call to Order

Speaker(s): Mrs. Harris

1.A. Opening Ceremonies

Speaker(s): Mrs. Harris

1.B. Roll Call

Speaker(s): Mrs. Harris

2. Public Portion

Speaker(s): Mrs. Harris

Prior to the commencement of any public meeting of any board of the city, the agenda for said meeting shall be posted in the meeting room and the first order of business of said meeting shall be the entertainment of public discussion on any item on said agenda and the conduct, length, and method of terminating said public discussion shall be determined by majority vote of the members of said board of commission.

3. Approval of Minutes

Speaker(s): Mrs. Harris

Motion: The School/Community Relations and Policy Committee approve the minutes from the February 11, 2025 meeting.

4. Review of Policies

Speaker(s): Mrs. Harris

4.A. Policy 1330 - Use of School Facilities - Discussion and Possible Action

Speaker(s): Mrs. Harris, Dr. Conway

4 B. Policy 2151 – Hiring School Administrators – Discussion and Possible Action

Speaker(s): Mrs. Harris, Dr. Conway

4 C. Policy 6146.1 – Grading/Assessment System – Discussion and Possible Action

Speaker(s): Mrs. Harris, Dr. Conway

5. Adjourn

Speaker(s): Mrs. Harris

Motion: The School/Community Relations and Policy Committee adjourn its special meeting.

**Special School/Community Relations and Policy Committee Meeting
February 11, 2025 – 5:30 p.m.**

1. Call to Order

The meeting was called to order at 5:30 p.m. by Mrs. Laura Harris.

2. Roll Call

Present:

- Laura Harris
- Rebecca O’Hara

Absent:

- Karla Malerba

Also Present:

- Dr. Matthew J. Conway, Jr., Superintendent of Schools

3. Opening Ceremonies

The meeting commenced with the Pledge of Allegiance.

4. Public Portion

Mrs. Harris noted that no members of the public were in attendance. It was agreed that if any arrived later, they would be given the opportunity to speak.

5. Approval of Minutes

Motion: Mrs. O’Hara moved to approve the minutes from the January 14, 2025, special meeting. Mrs. Harris seconded the motion.

Vote:

- Laura Harris – Yes
- Rebecca O’Hara – Yes
- Karla Malerba – Absent

Motion carried.

6. Review of Policies

Mrs. Harris suggested making a motion before discussion.

Motion: Mrs. O’Hara moved to present Policy 5131.911, Connecticut School Climate Policy and associated forums, to the full Board for a first reading. Mrs. Harris seconded the motion.

Vote:

- Laura Harris – Yes
- Rebecca O’Hara – Yes
- Karla Malerba – Absent

Motion carried.

Dr. Conway explained that Policy 5131.911 is a complete replacement of the existing policy, as required by state statute. He attended a workshop with other superintendents and policy authors, where it was clarified that the revised policy provides more local control. Key changes include:

- Retaining climate surveys every two years while allowing more district control over survey administration and reporting.
- Removing mandatory reporting to the state, as previous reports were not utilized.
- Aligning with current practices, ensuring compliance without significant procedural changes.

Mrs. Harris noted that the previous policy lacked legal references. Dr. Conway confirmed that the new policy would include updated legal references.

Discussion also covered the CAFE forms related to school climate incidents. Mrs. Harris expressed a preference for these forms due to their clarity and inclusion of behavior classifications. Dr. Conway agreed to implement them, as they provide comprehensive guidance on reporting and investigating challenging behaviors.

7. ICE Enforcement Guidelines

Dr. Conway reviewed the revised guidelines for handling potential ICE enforcement incidents in schools. He noted:

- The guidelines were distributed to all schools.
- No substantive changes were made to existing policies, but staff were reassured that a process is in place.
- Any ICE agent arriving at a school will be redirected to the Central Office.
- The district has opted not to publicly post the guidelines to avoid unnecessary anxiety among families.
- Attendance records were monitored, and no significant changes were observed following media reports on ICE enforcement in schools.

8. Upcoming Newsletter

Mrs. Harris announced plans for an April newsletter and mentioned an upcoming meeting with Dean and Dr. Rafferty to finalize details. Content will include:

- Recognition of an Eagle Scout's food pantry initiative at all school buildings.
- Staff recognition.
- Updates on school uniforms, including sample pictures of the finalized shirts.

Mrs. O'Hara confirmed that the uniform samples were completed and would be delivered to Dr. Conway. She praised the design and quality of the shirts.

9. Adjournment

Motion: Mrs. Harris moved to adjourn the meeting. Mrs. O'Hara seconded.

Vote: All in favor. **Meeting adjourned.**

Meeting concluded at 5:47 p.m.

Minutes submitted by: Dina Gotowala

Date: February 21, 2025

Community Relations

Use of School Facilities

In accordance with Conn. Gen. Stat. § 10-239, the Derby Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. The Board permits and encourages the use of school facilities by the Derby community in accordance with the law and Board policies and regulations when such use does not interfere with school programming or school-sponsored activities. Use of school facilities shall be governed by this policy. Subject to Board of Education (BOE) approval, and at the discretion of the Superintendent, or the Superintendent’s designee, whom shall have the authority to limit or deny access to school facilities or to impose such restrictions as the Superintendent or the Superintendent’s designee considers appropriate, community use will be allowed as long as such use does not interfere with school activities. School facilities shall be in the control and charge of the Principal or his/her the Principal’s designee.

The individual or organization seeking use of school facilities must be specific in requesting exactly what facilities are desired. Approval will be for those specific facilities and rooms only. The BOE-Board reserves the right to deny use to any organization.

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative, faculty, or staff activities (includes PTO).
4. City of Derby - department or agency activities.
5. Activities sponsored by and for organizations promoting the physical, political or cultural well-being of the citizens of Derby.
6. Private organizations, private businesses or enterprises located in or taxpayers to the City of Derby.
7. Out-of-town organizations.

Prohibited Uses Of School Facilities

1. Activities which are unlawful in nature.

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2. Activities advocating the overthrow of the United States, the State of Connecticut or of local governmental agencies.

3. Any activity which promotes violence or violent behavior.

4. Activities constituting religious worship services.

5. Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Board.

Restrictions on Use Of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Vendors shall be prohibited from any form of selling sales in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the Building Principal or their designee.
5. Advertising and/or decorations held not to be in good taste by the Board of Education, the Superintendent, or the Building Principal shall not be allowed in school facilities or on school grounds.
6. Games of chance, which are contrary to the law of the State of Connecticut, are forbidden on school premises.
7. There shall be no nails or screws driven into any part of the building without permission of the building principal or facilities manager.
8. All decorations and equipment used for entertainment must conform to fire code and be removed following the event.
9. Smoking, vaping and e-cigarettes on school premises is prohibited.
10. Parties using the facilities shall see to it that law and order are maintained by employing police officers for the occasion as indicated on the building use form.
11. User must provide own equipment. School equipment may not be used.

Process

1. Form is to be filled out by Requestor.
2. Individual or organization requesting use of facility contacts either Superintendent, Principal, or Athletic Director.

3. Contacted Party communicates with Facilities.
4. Facilities checks availability of space as well as Janitorial coverage.
5. Principal of requested facility, Facilities Manager, and Business Manager sign off on form.

Fee Policy for Community Use of School Facilities

It shall be the general policy of the Board of Education to grant use of facilities to all Derby community-based groups as follows:

- Group I Derby Public Schools, City of Derby, or local non-profit to benefit children
- Group II Other Derby Groups
- Group III Non Derby Groups
- Group IV Private After School Program Provider

Facility Use Fee Schedule:	Group I	Group II	Group III	Group IV
Auditorium	None	\$ 500	\$1,000	20%
Gymnasium	None	300	600	20%
Cafeteria	None	100	200	20%
Each Classroom	None	50	100	20%

For Group II or Group III users, at the time of making application a deposit of 50% of the facility use fee (if applicable) is required with balance payable one (1) week prior to the event; An invoice for custodial fees will be sent after the event to the user point of contact.

The user is also responsible for custodial costs, with a three-hour minimum, reflecting current contractual rates. Saturdays will be billed at time and a half, Sundays at double time and Holidays at double time plus holiday differential payable to Derby Public Schools.

In the case of Group II or Group III facility use, on the day of the event, the User on Site Supervisor will walk through the space with a Board of Education representative before the event to review the condition of the rental space. The User on Site Supervisor will complete the appropriate section of the Facilities Use Form Rental Agreement indicating the space to be used is in satisfactory condition, or noting any apparent damage. The User on Site Supervisor will then walk through the space with the Board of Education representative immediately after the event, at which time the Board of Education representative will complete the appropriate section of the Facilities Use Form Rental Agreement indicating that the space is in satisfactory condition or noting any apparent damage for which the User is responsible.

Additional services such as police shall be the responsibility of the user.

Insurance

At the time of making application, organizations must submit a certificate of public liability insurance in the amount of \$1,000,000 naming the Board of Education of the City of Derby and its agents and employees as insured parties.

Legal Reference: Connecticut General Statutes

[10-220](#) and [10-239](#)

Policy Adopted: December 20, 2001

Revised: February 16, 2017

Revised: January 17, 2019

Revised: January 19, 2023

DERBY PUBLIC SCHOOLS

Derby, Connecticut

Administration

Hiring School Administrators

The Superintendent, as the chief executive officer of the Board of Education, shall be responsible for the professional leadership and skills necessary to translate the Board's will into administrative action. In fulfilling the Superintendent's responsibilities for all aspects of school operations, the Board recognizes the Superintendent's critical responsibility in leading a highly functional administrative team.

Therefore, in accordance with Connecticut General Statutes, Section 10-151, the Derby Board of Education delegates the Superintendent the authority to hire certified, non-administrative and support positions. For administrative and supervisory positions, the Superintendent shall nominate at least one candidate to the Board of Education to fill a vacancy. The vote to approve the position by the Board must occur within fourteen (14) calendar days after the Superintendent's notification of the request to the full Board of Education.

If the Board does not act favorably upon the Superintendent's recommendation within this specified time, the Superintendent shall recommend single alternative candidates until the recommendation is approved.

(cf. 4115 – Evaluation)
(cf. 2131 – Superintendent of Schools)
(cf. 2000.1 – Board – Superintendent Relationship)

Legal Reference: Connecticut General Statutes
10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)
10-153 Discrimination on account of marital status.
10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 16-91, An Act Making Changes to the Teachers' Retirement System, and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and PA 18-42 An Act Concerning a Provision Concerning Reemployment of Certain Teachers.
10-220 Duties of Boards of Education.
31-126 Unfair Employment Practices.
46a-60 Discriminatory employment practices prohibited.
Title IV Equal Employment Opportunities.
34 C.F.R. 200.55 Federal Regulations.
P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56.

Policy Adopted: May 16, 2013
Revised: October 15, 2020
Revised:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

Instruction
Grading/Assessment Systems/Weighted Grades

It is the philosophy of the Derby Public Schools that students respond more positively to the opportunity for success than to the threat of failure. The Derby Schools seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship. It is the responsibility of the school and individual staff members to keep parents or guardians well informed.

Regularly used report cards, combined with scheduled parent-teacher conferences, and other communication vehicles helps promote a process of continuous evaluation of student performance.

The grading and reporting systems as developed by the administration and faculty are subject to the approval of the Superintendent and/or Board of Education.

The Derby Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon the recommendation of the Superintendent of Schools.

Weighted Grades

The curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

A grade weighting/class ranking system shall be implemented for the high school in accordance with the guidelines set forth and published annually in the high school parent/student handbook.

Parents and students shall be advised annually, via the school's parent/teacher handbook, of this position and the specifics of the weighted grading program.

Rank In Class

Rank in class will be determined by adding up the grades for all courses and dividing by the number of credits.

For rank in class purposes only, three percentage points will be added to the number resulting from the conversion from letter grades to numerical grades for all courses designated "honors" and for all advanced placement courses. Subject to the Principal's approval, every department will select those courses which deserve an "honors" designation.

Full-time Dual Enrollment students and students on school approved Acceleration Plans will be eligible for this recognition when they are included in the class rank and meet the membership requirements.

In calculating the Valedictorian for the graduating class, the student with the highest weighted GPA after seven (7) semesters will be the Valedictorian. In the event that a three (3) year graduation plan student has the same or higher weighted GPA as the four (4) year graduation plan student, the student(s) will be classified as Co-Valedictorian(s).

In calculating the Salutatorian for the graduating class, the second highest weighted GPA after (7) semesters will be the Salutatorian. In the event that a three (3) year graduation plan student has the same or higher weighted GPA as the four (4) year graduation plan student, the students will be classified as Co-Salutatorians.

In calculating the class rank for 3 through 10 for the graduating class, the rank for 3 through 10 weighted GPA after (7) semesters will be the ranking order. In the event that a three (3) year graduation plan student has the same or higher weighted GPA as the four (4) year graduation plan student, the students will be classified as Co-Ranked.

Weighted Quality Points

A. Independent Study shall be an unweighted course.

B. A student's transfer grades from other schools shall be evaluated by the Principal or his designee in accordance with the established criteria so that all grades will be included in the student's quality point average.

(cf. [5124](#) - Reporting to Parents)

(cf. [6141.5](#) - Advanced College Placement)

Legal Reference: Connecticut General Statutes

[10-220g](#) Policy on weighted grading for honors and advanced placement classes

Policy adopted: September 21, 2017
Policy revised: November 8, 2018

DERBY PUBLIC SCHOOLS
Derby, Connecticut