

# *Board of Education*

## REGULAR MEETING

Thursday, November 2, 2017 – 6:30 p.m.  
Waterbury Arts Magnet School, 16 South Elm Street, Waterbury, CT

## A G E N D A

- 1. *Silent Prayer***
- 2. *Pledge of Allegiance to the Flag***
- 3. *Roll Call***
- 4. *Communications***
- 5. *Approval of Minutes:*** September 28, 2017 Workshop, October 5, 2017 Regular Meeting, and October 12, 2017 Special Meeting
- 6. *Public Addresses the Board:*** All speakers are encouraged to submit prepared written statements to the Commissioners. Comments shall be limited to a maximum of five minutes. There will be no responses this evening to any questions or concerns raised; they will be referred to the Administration for review and response.
- 7. *Superintendent's Announcements***
- 8. *President's Comments***
- 9. *Committee on School Personnel***
  - 9.1 Appointment of Early Childhood Special Education Supervisor.
- 10. *Committee of the Whole***
  - 10.1 Authorization for Mr. Henry to sign grant applications and awards on behalf of the Board of Education.
- 11. *Committee on Policy***
  - 11.1 Request approval of the revised Toilet Training Policy/#5150.
  - 11.2 Request approval of the revisions to the Bylaws of the Board/#9010.
- 12. *Committee on School Facilities and Grounds***
  - 12.1 Use of school facilities by school organizations and/or City departments.
  - 12.2 Use of school facilities by outside organizations and/or waiver requests.
  - 12.3 Waiver request of R.A.C.C.E. for their use of various rooms at Reed School on December 2 and 3, 2017.

### **13. Superintendent's Notification to the Board**

#### **13.1 Athletic appointments:**

Arroyo, Otto – CHS Assistant Football Coach, eff. 10/12/17.

Ferrare, William – KHS Fall Strength & Conditioning Coach, eff. 10/10/17.

Martinez, Emmanuel – WHS Girls Varsity Basketball Coach, eff. 10/10/17.

McKenna, Hollis – Boys Basketball Coach, WMS, eff. 10/30/17.

Perusse, Joseph – WHS Assistant Football Coach, eff. 10/18/17.

#### **13.2 Teacher transfers:**

Densmore, Amy from WSMS ELA Coach to Wilson Reading, eff. 10/23/17.

Torres, Katy from Districtwide Literacy Facilitator to Wilson Reading, eff. 10/23/17.

#### **13.3 Teacher hires:**

<b>Name</b>		<b>Assignment</b>		<b>Effective</b>
Bramble	Nicole	Hopeville	Bilingual Gr. 4	9/1/2017
Brown	Kamar	West Side	Numeracy Teacher	9/1/2017
Ganley	Maureen	Wallace	Math Gr. 7	9/1/2017
Lago	Lori	Wilby	Special Ed.	8/24/2017
Margosian	Tammon	West Side	Music	9/13/17

#### **13.4 Resignations:**

Howden, Kayla – CHS English, effective 11/2/17.

Pytel, Heather – NEMS Music, effective 10/27/17.

### **14. Unfinished Business of Preceding Meeting Only**

### **15. Other Unfinished, New, and Miscellaneous Business**

### **16. Executive Session**

### **17. Adjournment**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON SCHOOL PERSONNEL**

Item #9.1

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Deputy  
Superintendent of Schools recommends approval of the appointment of  
\_\_\_\_\_ as Early Childhood Special Education Supervisor.

Respectfully submitted,

Robert Henry  
Deputy Superintendent

Approved:

\_\_\_\_\_  
Karen E. Harvey

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE OF THE WHOLE**

Item #10.1

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee of the Whole hereby authorizes Robert Henry, Deputy Superintendent of Waterbury Public Schools, to sign any and all grant applications and awards on behalf of the Waterbury Board of Education.

Approved:

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Felix M. Rodriguez



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY**

Item #11.1

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on Policy, the Deputy Superintendent of Schools recommends approval of the revised Toilet Training Policy/#5150, as attached.

Respectfully submitted,

Robert Henry  
Deputy Superintendent

Approved:

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Ann M. Sweeney

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON POLICY

Item #11.2

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on Policy, the Deputy Superintendent of Schools recommends approval of the following revisions to the Bylaws of the Board/#9010:

- c) ~~The Board shall hold its regular meetings on the first and third Thursday of each month, except in July and August, when meetings shall be held only on the first Thursday. The President of the Board shall have the discretion to reschedule meetings which under the above formula would otherwise fall on a holiday.~~

The Board shall hold its regular meetings on the third Thursday of each month. The President of the Board shall have the discretion to reschedule meetings under the above formula if conflicts arise.

### Miscellaneous

Any procedures or provisions not covered by the Charter in the performance of this Board shall be governed by "The Scott, Foresman Robert's Rules of Order, Newly Revised".

Respectfully submitted,

Robert Henry  
Deputy Superintendent

Approved:

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Ann M. Sweeney

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #12.1

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Facilities and Grounds, the Deputy Superintendent of Schools recommends approval of the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
L. Franks-Blanchard	Wilby café: Fri., Nov. 17, 6:00 - 10:30 pm (Homecoming Dance)
D. Melendez	Chase gym: Tues., Oct. 31, 4 - 5 pm (Treat Night)
M. Rocco	W. Cross gym: Wed., Nov. 15, 5:00 - 8:30 pm (Math/Science Night)
Blue Collar Union	Kennedy aud.: Sunday, Nov. 5, 9 - 11 am (membership meeting)
K. Effes	WAMS gym, atrium: Thurs., March 15, 3 - 7 pm (Community Day mtg.)
B. Post	WAMS drama rm.: Apr. 25-28, 2 - 10 pm (directors showcase)
R. Moffo	Generali gym, café: Thurs., Nov. 16, 3:30 - 7:30 pm (Math Night)
R. Abell	Rotella comm. rm.: Mon., Dec. 11, 12:00 - 3:00 pm (speech mtg.) Rotella comm. rm.: Wed., Mar. 28, 12:00 - 3:00 pm (speech mtg.)
S. Smith	Crosby aud.: Dec. to Mar. performance dates for WMS plays/concert
J. Geary	Kennedy gym/café: Sat., Dec. 16, 6 am - 7 pm (First Robotics mini event)
D. Cullen	Maloney gym/classroom: Fri., Oct. 27, 6 - 8 pm (Costume activity)
D. Monti	Reed café: Wed., Nov. 15, 5:00 - 7:00 pm (Family Math Night)
Registrar of Voters T. Begnal/T. DeCarlo	KHS, CHS, Chase, Carrington, Gilmartin, Kingsbury, Maloney, Reed, Regan, Sprague, Tinker, W. Cross, Wilson - Tuesday, November 7, 5 am to 9 pm (General Election)

Approved:

Respectfully submitted,

\_\_\_\_\_  
John E. Theriault

Robert Henry  
Deputy Superintendent

# SCHOOL PERSONNEL USE ONLY

OCT 27 2017

DATE: 10-27-17

TO: SCHOOL BUSINESS OFFICE

FROM: Registrar of Voters

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED: SEE ATTACHED

☐ AUDITORIUM ☐ GYMNASIUM ☐ SWIMMING POOL ☐ CAFE/ROOMS

DATES REQUESTED: Tuesday, Nov. 7, 2017  
FROM 5:00 am/pm TO 9:00 am/pm

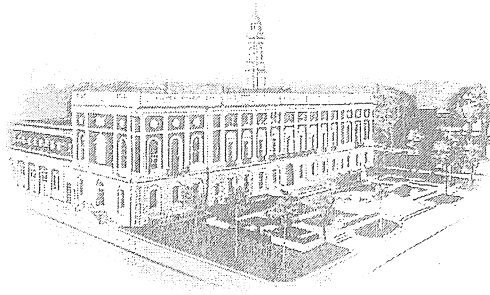
FOR THE FOLLOWING PURPOSES:

Election

\_\_\_\_\_  
APPLICANT

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Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.  
These arrangements *must* be made in person at police and fire headquarters.



DEPARTMENT OF REGISTRARS OF VOTERS  
**THE CITY OF WATERBURY**  
CONNECTICUT

October 2, 2017

Board of Education Members  
236 Grand Street  
Waterbury, CT 06702

Dear Board of Education Members:

We are writing to request the use of the following schools for the November General Election which will take place on November 7<sup>th</sup>. We will need to be in the facility starting at 5:00 am on the day of the election.

Kennedy High School	Regan Elementary	Crosby High School
Gilmartin Elementary	Carrington School	Wendell Cross Elementary
Tinker Elementary	Kingsbury Elementary	Maloney School
Reed School	Sprague Elementary	Woodrow Wilson School
Elementary		Chase

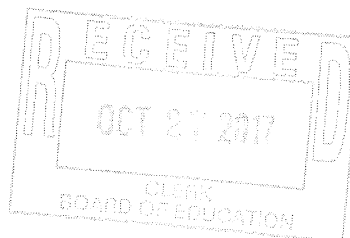
Our office would also kindly ask that the name and cell phone number of the Maintainer, who is responsible for opening the building, be given to our office prior to the election.

Please feel free to contact us should you have any questions.

Sincerely

  
Teresa Begnal

  
Timothy De Carlo



# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #12.2

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Facilities and Grounds, the Deputy Superintendent of Schools recommends approval of the use of school facilities by outside organizations subject to fees and insurance as required:

GROUP	FACILITIES AND DATES/TIMES
Faith Church Pastor F. Santora	Crosby aud. & classrooms: Sundays 8 am – 1 pm, 2/4/18-7/1/18 (church services)
R.A.C.C.E. Robert Goodrich	Reed café, gym, 1 classroom, lobby: Sat., Dec. 2 & Sun., Dec. 3, 8 am – 5 pm (Educator training-community forum)

### REQUESTING WAIVERS:

Ability Beyond	WSMS room.: Saturdays Nov. 4, Dec. 2, 9, 16, Jan. 6, 2:00 - 6:00 pm	
Heather Greene	Saturday, Nov. 18, 11 am – 4 pm (arts & recreation program)	(\$1,302.)
Neighb. Housing Serv. Erika Cooper	Reed café: Sunday, Nov. 19, 4:00 - 7:00 pm (Project Feed My Community Thanksgiving Dinner)	(\$336.)
	Reed café: Sunday, Jan. 14, 1:00 - 3:30 pm (Martin Luther King cupcake social)	(\$147.)
	Reed gym: Sat., Feb. 10, 6:00 - 8:00 pm (Black History Month)	(\$252.)
	Reed gym: Sun. Feb. 18, 6:00 - 8:00 pm (Black History Month)	(\$252.)

### GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVER:

Girl Scouts Carole Roy	WSMS café: Fri., Nov. 17, 6 – 9 pm (sup & sing event) Wilby café: Fri., Dec. 8, 4 – 9 pm gingerbread houses Wilby café: Fri., April 27, 4 – 9 pm (special adult & me dance)
Waterbury Ballers Terrence Lott	Chase gym: Wednesdays, 11/8 - 3/28/18, 6 – 9 pm (basketball) Bucks Hill gym: Tues. & Thurs., 11/9 - 3/29/18, 6 – 9 pm (basketball) Wilson gym: Mondays, 11/8 – 3/26/18, 6 – 9 pm (basketball)
Ability Beyond Heather Greene	WSMS rm.: Tues. or Thurs./8 dates from Nov. to Jan., 5 – 8 pm (arts –recreation program)
Project Clearwater Geraldo Reyes	WAMS Atrium: Monday, October 30, 5 – 9 p.m. (Board of Aldermen Debate)

Approved:

Respectfully submitted,

\_\_\_\_\_  
John E. Theriault

Robert Henry  
Deputy Superintendent

## DEPARTMENT OF EDUCATION WATERBURY, CONNECTICUT

## SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

CONTRACT#

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT

NAME OF ORGANIZATION

ADDRESS

TELEPHONE #

SCHOOL REQUESTED

DATES

ROOM(S)

OPENING TIME

CLOSING TIME

PURPOSE

ADMISSION (if any)

CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS

CHILDREN

SIGNATURE OF APPLICANT

DATE

PERSON(S) NAME, ADDRESS &amp; PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ INSURANCE COVERAGE YES NO

## PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION ( IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON SCHOOL FACILITIES & GROUNDS**

Item #12.3

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Facilities and Grounds, the Deputy Superintendent of Schools recommends the waiver request of R.A.C.C.E. (Robert Goodrich), in the amount of \$840.00 for their use of various rooms at Reed School on December 2 and 3, 2017, be approved/denied.

Respectfully submitted,

Robert Henry  
Deputy Superintendent

Approved:

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John E. Theriault



USE OF SCHOOL FACILITIES  
WAIVER REQUEST  
(to be submitted with State Building Permit)

APPLICANT/ORGANIZATION: RACCE

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: WCA or REED-Main Cafe/Atrium, Gym, and (1) Classroom

DATE(S): 12/2/17

TIMES: 8am-5pm 420.

DATE(S): 12/3/17

TIMES: 8am-5pm 420.

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

10/17/17

robert goodrich

Digitally signed by robert goodrich  
DN: cn=robert goodrich, o=racce, email=rgoodrich@racce.net, c=US  
Date: 2017.10.17 21:11:56 -0400

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ \_\_\_\_\_  
Building Usage Fees

\$ 840.  
Custodial Fees

\$ \_\_\_\_\_  
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of \_\_\_\_\_.

ATTEST: \_\_\_\_\_  
Clerk, Board of Education

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.1

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Deputy Superintendent of Schools notifies the Board of Education of the following athletic appointments:

Arroyo, Otto – CHS Assistant Football Coach, eff. 10/12/17.  
Ferrare, William – KHS Fall Strength & Conditioning Coach, eff. 10/10/17.  
Martinez, Emmanuel – WHS Girls Varsity Basketball Coach, eff. 10/10/17.  
McKenna, Hollis – Boys Basketball Coach, WMS, eff. 10/30/17.  
Perusse, Joseph – WHS Assistant Football Coach, eff. 10/18/17.

Respectfully submitted,

Robert Henry  
Deputy Superintendent

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.2

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Deputy Superintendent of Schools notifies the Board of Education of the following teacher transfers:

Densmore, Amy from WSMS ELA Coach to Wilson Reading, eff. 10/23/17.

Torres, Katy from Districtwide Literacy Facilitator to Wilson Reading, eff. 10/23/17.

Respectfully submitted,

Robert Henry  
Deputy Superintendent

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.3

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Deputy Superintendent of Schools notifies the Board of Education of the following teacher hires:

<b>Name</b>		<b>Assignment</b>		<b>Effective</b>
Bramble	Nicole	Hopeville	Bilingual Gr. 4	9/1/2017
Brown	Kamar	West Side	Numeracy Teacher	9/1/2017
Ganley	Maureen	Wallace	Math Gr. 7	9/1/2017
Lago	Lori	Wilby	Special Ed.	8/24/2017
Margosian	Tammon	West Side	Music	9/13/17

Respectfully submitted,

Robert Henry  
Deputy Superintendent

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.4

November 2, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Deputy Superintendent of Schools notifies the Board of Education of the following resignations:

Howden, Kayla – CHS English, effective 11/2/17.  
Pytel, Heather – NEMS Music, effective 10/27/17.

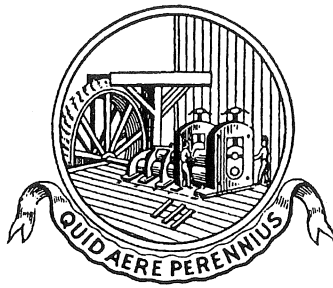
Respectfully submitted,

Robert Henry  
Deputy Superintendent

# Communications



Packet week ending: 10/31/17



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury  
**Connecticut**  
*Department of Human Resources*  
Office of the Civil Service Commission

October 17, 2017

Beverly McGeever  
19 Alison Ave.  
Naugatuck, CT 06770

Dear Ms. McGeever:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of ABA Behavioral Therapist (Req. #2017730) at \$27.68 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, October 26, 2017 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October 27, 2017 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

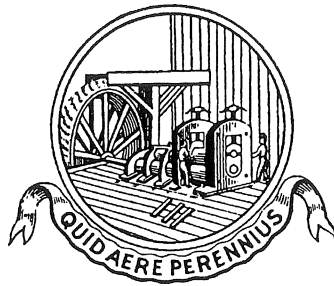
***Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

cc Board of Education  
Robert Henry, Temp Asst. Supt. of Schools  
Melissa Baldwin, Director of Spec Educ.  
file



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury

**Connecticut**

*Department of Human Resources*  
Office of the Civil Service Commission

October 17, 2017

Fabian Selmanaj  
33 Norton St., 2<sup>nd</sup> Fl.  
Waterbury, CT 06708

Dear Mr. Selmanaj:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional (Req. #2017727) at \$16.36 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Wednesday, October 26, 2017 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October 27, 2017 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

***Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

cc: Board of Education  
Robert Henry, Temp Asst. Supt. of Schools  
Melissa Baldwin, Director of Spec Educ  
file



## Carrie Swain

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**From:** Theresa DeMars <CABE@embrams-mail.com>  
**Sent:** Friday, October 27, 2017 7:01 AM  
**To:** Carrie Swain  
**Subject:** CABE Policy Highlights 10-27-2017  
**Attachments:** October 27 2017.pdf



Hello,

Attached you will find *CABE's Policy Highlights Publication* for **October 27, 2017**. Policy Highlights are designed to contain informative topics of interest for your district.

Please feel free to contact the Policy Department at 860-571-7446 with any questions or concerns.

The publication is attached as a PDF file. You will need Adobe Acrobat Reader which is available by [clicking here](#).

To unsubscribe to this publication, please email Terry DeMars at [tdemars@cabe.org](mailto:tdemars@cabe.org) and state that you would like to unsubscribe from Policy Highlights.

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## Connecticut Association of Boards of Education

81 Wolcott Hill Road  
Wethersfield, CT 06109  
Phone 860-571-7446 ~ Fax 860-571-7452



# Connecticut Association of Boards of Education

*Vincent A. Mustaro, Senior Staff Associate for Policy Services*

## PRESENTS POLICY HIGHLIGHTS

October 27, 2017

Volume 17 – Issue #9

**Impact of Truancy on Student Achievement:** “Chronic absenteeism signals educational and developmental risk,” says Michael Gottfried (University of California/Santa Barbara) in this *Elementary School Journal* article reporting his three-year study of truancy and tardiness in a district’s elementary schools. Gottfried was interested in how a student’s truancy plays out during a school year, how it’s linked to achievement, and when educators can most effectively intervene. His findings:

- Truancy in the fall is not linked to lower achievement in spring standardized tests, but truancy in the spring is highly correlated with lower achievement in those tests.
- A high number of fall tardies predicts a high number of spring tardies.
- A student who was chronically absent in the fall term has a much higher probability of being chronically absent in the spring term than students with fewer absences.

“It appears,” says Gottfried, “that the path by which fall and spring truancy negatively associate with student outcomes is that fall truant behavior influences spring truant behavior, which in turn influences exam performance. The patterns set early in the school year have ramifications, in other words, for outcomes later in the year.”

Gottfried draws these conclusions:

1. Educators should carefully monitor truancy in the early weeks of the school year, diagnose the reasons, and work hard to change the pattern so that it doesn’t continue and lead to poor performance in the spring.
2. Schools should also be on the lookout for student tardiness early in the school year. Although tardiness early in the year isn’t correlated with truancy later on, it is highly correlated with continued tardiness, and being late for school has an impact on achievement and classroom environment.
3. The study suggests that educators should track truancy and tardiness throughout the school year, watching for patterns.
4. Schools should disaggregate tardiness and truancy data, watching for patterns by gender, ELL status, and other student characteristics, and customize interventions accordingly.

Source: “Does Truancy Beget Truancy? Evidence from Elementary School” by Michael Gottfried, *The Elementary School Journal*, September 2017 (Vol. 118, #1, p. 128-148), as summarized in Marshall Memo 702, September 11, 2017.

**Policy Implications:** Policy 5113, “Attendance/Excuses/Dismissal” or policy #5113.2 “Truancy,” pertain to this issue. Districts must have one of these policies in their manual to meet the legal mandate.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

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. A student not meeting the definition of “in attendance” shall be considered absent.

A 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.

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 use of the state approved definitions of “excused” and “unexcused” absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.

A student’s absence from school is considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
  - 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  - 2. Student’s observance of a religious holiday;
  - 3. Death in the student’s family or other emergency beyond the control of the student’s family;
  - 4. Mandated court appearances (documentation required);
  - 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  - 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

The State Department of Education has clarified the issue of extended family vacations and travel. Students missing more than half of the instructional day for the purpose of travel or vacation are considered as "absent." The fact that a parent/guardian has authorized such absence has no impact on the child being reported as absent. This can impact the district's determination of chronic absenteeism rates. Recent legislation also clarified that effective as of July 1, 2017 any student serving an in school suspension is to be counted as "in attendance."

Children of service members are subject to additional excused absences. An enrolled student, age five to eighteen, inclusive, whose parent/guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, can be granted ten days of excused absences in any school year and, at the discretion of the board of education, additional excused absences to visit such child's parent/legal guardian with respect to such leave or deployment of the parent/guardian.

**Chronic Absenteeism:** Boards of education have specific responsibilities pertaining to chronic absenteeism. Boards are required to establish attendance review teams when chronic absenteeism rates in the district or at individual district schools 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 a 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.

Each attendance review team is 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.

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

**Food for Thought:**

“In a lot of cases, what teachers need is not more professional development, more collaboration with peers, or even more materials to work with. What they need is time, in their rooms, alone, to implement the things they have already learned to do. They need to concentrate. They need to not be interrupted. They need you to trust them.”

Jennifer Gonzalez, “What Teachers Want You to Know: A Note to School Administrators,” *Cult of Pedagogy*, September 4, 2017.