Board of Education

5 Minortown Road ~ Woodbury, CT 06798
www.ctreg14.org

Mission: The mission of Connecticut Region 14 Schools is to educate all students to their highest level of academic potential and to teach them the skills and knowledge to become capable, creative, collaborative lifelong learners and responsible members of the world community.

Board of Education Goals:
Academic Performance - The district will strive to improve academic performance for all students on multiple assessment indicators and the staff will be committed to continuous improvement.
Communication - Region 14 will develop partnerships with all stakeholders in the school community to highlight the exemplary programs the district offers
Safety - Region 14 will provide safe and secure facilities equipped with technology, enabling a 21st century learning environment that supports the values of the district
Budget - Region 14 will prepare a budget that meets the needs of every student and communicates the needs and priorities of Region 14 in a clear and concise manner.

A G E N D A

Special Meeting
Board of Education –Policy Committee
Monday, December 8, 2025; 5:30 p.m.
Mitchell Elementary School
Flanders Room

I. Call to Order

II. Policy (Action Anticipated)
   a. Policy 1312.4/6161.13 Library Collection Development and Maintenance Policy
   b. Policy 9230 New Board Member Orientation

III. Adjournment

Community Relations/Instruction

Library Collection Development and Maintenance Policy

The Region 14 Board of Education recognizes that library and other education materials should be provided for the interest, information and enlightenment of all students, and represent a wide range of varied and diverging viewpoints in the collection as a whole.

Students shall have access to the library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level.

The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

A school library media specialist is professionally trained to curate and develop a collection that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

The Region 14 Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

Policy adopted:

Community Relations/Instruction

Library Collection Development and Maintenance

Purpose:

This regulation establishes a procedure for certified school library media specialists to continually review library and other educational materials within a school library media center to ensure that they are relevant, in good condition, and age- or grade-level-appropriate.

General Procedure:

Using the criteria identified below and their professional judgment, the school library media specialist shall conduct a systematic review of the library's collection:

1. **Material relevance**
    a. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
    b. Evaluate usage data to assess the material's relevance to student interests and research needs.
2. **Physical condition of the material**
    a. Assess whether the material is damaged or worn beyond reasonable use.
3. **Availability of duplicates or copies of the material**
    a. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.
4. **Availability of more recent age-appropriate or grade-level appropriate material**
    a. Investigate the availability of newer editions or versions that offer more current and accurate information by considering awards and recommended lists for recently recognized literature.
    b. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
    c. Evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.
5. **Continued demand for the material**
    a. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
    b. Review usage data to determine whether the material is still being sought by students or teachers.

Regulation approved:

1312.4
6161.13
Form

REGION 14 PUBLIC SCHOOLS

Library and Other Educational Material Assessment Form

Title of the material: _____ **Date of Assessment:** _____
Author: _____ **Assessor:** _____
Date of Publication: _____

Material relevance:

☐Consulted with knowledgeable staff member(s) or teacher(s)

☐The language is appropriate for the reading level of students in the targeted grade range

☐Material is up-to-date and accurate

Notes:

_____
_____
_____

Physical condition of the material:

Condition rating:

☐Excellent ☐Good ☐Fair ☐ Poor

Availability of duplicates or copies of the material:

Count of available copies: _____

Notes:

_____
_____
_____

Availability of more recent age-appropriate or grade-level appropriate material:

If new material is available:

☐It uses language appropriate for the reading level of students in the targeted grade range
☐Presents difficult subjects (death, mental health, violence, sexuality etc.) in a developmentally appropriate way

Notes:

_____
_____
_____
_____

Continued demand for the material:

Describe the frequency with which the material is being accessed:

_____
_____
_____
_____

Determination:

☐Retain ☐ Replace ☐ Remove

Explanation of decision and rational

_____
_____
_____
_____
_____
_____
_____
_____

Bylaws of the Board

New Board Member Orientation

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies, procedures, and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.

2. The incoming member shall be invited to attend Board meetings and functions and to participate in its discussions.

3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.

4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations, and copies of pertinent materials developed by the State School Board Association, Board minutes for the past year, and other helpful information explaining the Board's roles and responsibilities.

5. The Board Chairperson or designee shall arrange a meeting with the new Board member(s) to explain and answer questions about Board processes and procedures.

6. The Board Chairperson may request a veteran Board member to mentor a new member.

7. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

8. First-time elected board members are to complete a training program that minimally includes the following:

   - ✓ The role and responsibilities of a board member;
   - ✓ The duties and obligations of a board of education;
   - ✓ School district budgeting and education finance.

   This training must be completed at a time determined by the Connecticut Department of Education (CSDE), but not later than one year after assuming office.

Bylaw adopted by the Board: