

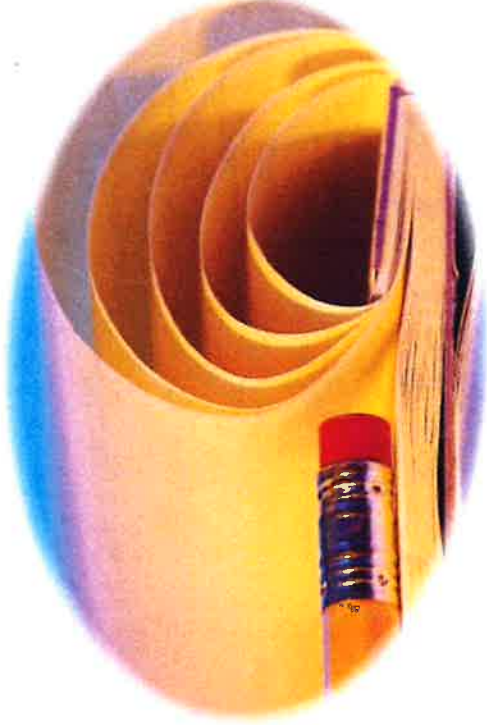


## **POLICY SERVICES**

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**CONNECTICUT ASSOCIATION OF BOARDS OF EDUCATION**  
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# **Policy Audit Report**



## **Brookfield Public Schools Brookfield, Connecticut**

**August 26, 2021**

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*prepared by:*  
**Vincent A. Mustaro,**  
*Senior Staff Associate  
for Policy Service*

## **CABE POLICY AUDIT REVIEW SERVICE**

### **Brookfield Public Schools Policy Manual**

**August 26, 2021**

This report represents a review of all existing Brookfield School District policies, administrative regulations and Board of Education bylaws contained in the District’s current policy manual. This review was undertaken to determine the following:

- a. The existing policies that should be kept with their current language.
- b. The existing policies that should be modified and/or replaced.
- c. Topics for which policy language is mandated by statute or recommended by CABE for inclusion in the manual, but are currently lacking.

The attached charts indicate, using CABE’s codification numbers cross-referenced to Brookfield’s codification numbers and policy titles, where different, all policies in the current manual. An audit of a district’s policy manual usually includes an analysis of any administrative regulations, which are a part of the current manual. Administrative regulations were a part of the District’s current manual and were included in this audit review. The attached charts indicate for each policy in the current manual whether the policy as written is “appropriate as written” or whether revision or replacement is recommended.

It is CABE’s recommendation that all administrative regulations be contained in the Board’s policy manual, following the policy to which the regulation refers. This practice has been followed in the current policy manual of the District.

The comment, “appropriate as written,” indicates that the policy fulfills current statutory language and/or is in compliance with judicial action. However, the term, “appropriate as written,” should not be viewed as indicating that this is the “best” wording or necessarily the best and/or only position on the specific policy topic. Only a process involving the complete review of the existing manual or electing to review specified policies will determine whether the District would want to alter its currently stated policy position and statement on a given policy issue.

In a number of instances, while the policy was judged to be “appropriate as written,” it was recommended that the policy be “revisited” for possible modification. The term, “appropriate as written,” indicates that as written the current policy provides sufficient direction and reflects the Board’s current philosophy on the topic. If CABE is contracted to work with the Brookfield School District in the total or partial revision of this existing manual, other sample policies, bylaws and/or administrative regulations would be given to provide a basis for comparison and for consideration of new policy language and direction. However, as CABE members, the District at any time could request additional policy models to consider comparing to the District’s existing policy language.

The majority of the current policies and bylaws were judged to be “appropriate as written” within the meaning of the phrase as described above. This will be expanded upon in this report.

A key issue to consider regarding policy statements pertains to the amount of content or detail contained within them. By law, only the Board can adopt policy, but the broadness, meaning the succinctness of policy statements, is reserved to the Board’s judgment. A broad policy statement, i.e., succinctly stated, gives the Superintendent considerable discretion in its execution, while a detailed lengthy statement gives him/her less. If a policy is narrowly stated, it may not appropriately address the needs of all the schools. If too broad or vague, the Board may be neglecting its legal responsibility for the governance of the schools. Therefore, Board policy should contain sufficient content to reflect the Board’s views or philosophy on a given topic and to clearly provide direction to the Superintendent, administrative staff, District employees and the community. The goal is to achieve a balance.

Other factors impacting the detail contained within policy include the amount of discretion allowed by law, the clarity of the issue, community sensitivity to the issue and the amount of support the administrator may need. This can vary, depending on the policy topic, or at times, conditions within the local district. Moreover, recent legislative action, on the state and federal level, has exhibited a continuing trend for more detailed, prescriptive policies to comply with the requirements of the new legislation.

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The policies contained in this manual exhibited a range or variety, concerning the amount of content, often, as expected, depending on the specific topic. However, the overall tendency noted was that the policies tended to be succinctly written, and broadly stated, a desired and recommended approach.

The recommendations for revision, where utilized for a specific policy, are based upon different factors, including changes in federal and state legislation, judicial decisions, or positions that are not in compliance with current recommended policy direction or fully compliant with the current statutory language.

Further, the age of a policy, by itself, is not the basis for a recommendation to revise it. It is possible to have a policy adopted twenty or more years ago that is still considered acceptable as written. Many such policies are in the current manual. Conversely, a policy recently adopted may need revision or replacement, due to recent legislative changes, judicial decisions or changes in the Board's viewpoint and desired direction.

### SUMMARY OF ANALYSIS:

1. Overall, the current policy manual of the Brookfield Public School District is in "good" condition providing a satisfactory amount of necessary direction to the Board, Superintendent, staff and the community. This judgment is based upon the current content of the manual and the number of policies contained within the existing manual. Moreover, the District is a subscriber to CABE's *Policy Update Service* publication. The District's conscientious use of this publication provides the means and information necessary to make timely revisions and/or additions to the current manual in order to keep the manual up-to-date, improving on its current "good" condition. The District needs to continue to utilize this timely and informative resource, the quarterly *Policy Update Service* publication, to keep the manual up-to-date. Utilization of this resource can result in a number of policies to be revised. This publication could also be used to add some new additional policies to the existing manual.

The District's existing manual can be described as a fairly "old" manual. A large portion of the manual was originally adopted or revised over thirty (30) years ago in the late 1980's and early 1990's. This time period represents the adoption of one-hundred fifty-seven (157) policies or 45.1 % of the manual's existing contents. Yearly, additions and revisions have been made to the manual since that time, as represented in the table presented later in this report. Moreover, it is commendable that the District has spent time in the revision of existing policies over the years. The chart which follows in this report depicts the number of policies adopted and/or revised during each school year, beginning with the 1990-1991 school year to the present.

Policies in the existing manual were revised a total of one-hundred sixty-five (165) times. Many policies were revised more than once and are represented in this count. Further, in some cases the policy simply indicates a new adoption, without listing the original adoption date. Therefore, the number of revisions is certainly higher than the number cited, which is based on those policies indicating the "history" of board action.

2. The District, as previously indicated, has maintained a subscription to the quarterly *Policy Update Service* publication service, to help its efforts to keep its manual up-to-date. The District's current manual is considered a "fairly sufficient" complete manual containing many of the number of policy areas found in contemporary policy manuals and recommended by CABE. However, some additional policy topics should be considered by the District to be added to the policy manual based upon emerging new and/or recommended policy topics. These will be enumerated in the charts accompanying this audit report.
3. The current manual addresses what is considered an appropriate number of policy areas believed necessary to provide sufficient direction for administrative decision-making and action based on Board policy direction. However, the manual needs to have some additional policies added in various series of the manual, which will be addressed later in this summary. Most of these additional policies are recommended by CABE, with their possible inclusion in the manual left entirely to the discretion of the Board. These are considered "good practice" policies. However, a relatively large number of mandated policies are missing in the manual.

**CABE POLICY AUDIT REVIEW SERVICE  
Brookfield Public Schools Policy Manual**

**SUMMARY OF ANALYSIS (continued):**

4. The current manual lacks seventeen (17) mandated policy topics and forty-three (43) policy areas that are recommended by CABE for possible inclusion in the manual. This will be addressed in this analysis. This again reinforces the need for the District to continue its subscription and to make conscientious use of the *Policy Update Service* publication, sent to the District quarterly, in order to assist in the efforts to keep the manual up-to-date.
5. It is obvious from the analysis that the school system gave more attention to the adoption and/or revision of policies in the last five school years, beginning with the 2016-2017 school year. During this last five school year period fifty-six policies were adopted, representing 16.1% of the manual. In this same time period thirty-six polices/bylaws were revised. This is a desirable trend to witness, representing additional Board attention to its policy responsibilities.
6. It appears from the analysis that the school system has given “fairly consistent” continuing attention to policy issues yearly, judging by the adoption dates of the policies in the manual. The Board needs to give continuing attention to policy issues. The chart below indicates policy adoption action by the Brookfield Board of Education since the 1990-1991 school year to the present, based on the adoption and/or revision dates of the policies in the current manual.

<u>School Year</u>	<u>Number of Policies Adopted</u>	<u>Percentage of Amount</u>
Prior 1990-1991	66 (plus 2 revisions)	19.1%
1990-1991	15 (plus 1 revision)	4.3%
1991-1992	12 (plus 3 revisions)	3.4%
1992-1993	16 (plus 3 revisions)	4.6%
1993-1994	29 (plus 1 revision)	8.3%
1994-1995	19 (plus 3 revisions)	5.5%
1995-1996	0	0.0%
1996-1997	1 (plus 3 revisions)	0.3%
1997-1998	0 (plus 10 revisions)	0.0%
1998-1999	0 (plus 6 revisions)	0.0%
1999-2000	11 (plus 8 revisions)	3.2%
2000-2001	18 (plus 4 revisions)	5.2%
2001-2002	9 (plus 8 revisions)	2.6%
2002-2003	14 (plus 11 revisions)	4.0%
2003-2004	5 (plus 4 revisions)	1.4%
2004-2005	3 (plus 1 revision)	0.9%
2005-2006	3	0.9%
2006-2007	9	2.6%
2007-2008	1 (plus 1 revision)	0.3%
2008-2009	2 (plus 3 revisions)	0.6%
2009-2010	9 (plus 9 revisions)	2.6%
2010-2011	2 (plus 11 revisions)	0.6%
2011-2012	8 (plus 3 revisions)	2.3%
2012-2013	15	4.3%
2013-2014	5 (plus 3 revisions)	1.4%
2014-2015	1 (plus 5 revisions)	0.3%
2015-2016	8 (plus 14 revisions)	2.3%
2016-2017	5 (plus 30 revisions)	1.4%
2017-2018	2 (plus 3 revisions)	0.6%
2018-2019	24 (plus 1 revision)	6.9%
2019-2020	19 (plus 1 revision)	5.5%
2020-2021	6 (plus 1 revision)	1.7%
No adoption date	11	3.2%
<b>TOTALS:</b>	<b>348</b>	<b>100%</b>

**CABE POLICY AUDIT REVIEW SERVICE  
Brookfield Public Schools Policy Manual**

**SUMMARY OF ANALYSIS** (continued)

7. Three-hundred and forty-eight (348) policy titles were reviewed. This is considered an appropriate number of policy titles believed necessary in the current educational and societal environment. The current manual does, as is the recommended practice by CABE, cross-reference bargaining unit agreements. Policies in Series 4000 are cross-referenced to bargaining unit agreements, where applicable, via inserts in the manual, codified with the policy title and number impacted by the contract language.
8. Policies in the current personnel section (Series 4000) are, as is the recommended customary codification practice, dual-codified when they apply to both certified and non-certified staff. Twenty-six (26) policies in Series 4000 in the current manual were appropriately dual-codified. Six policies in Series 4000 were identified as applicable to both certified and non-certified staff which therefore, needed to be dual codified.
9. The majority of the policies contained in the manual were judged to be “appropriate as written.” This represents three-hundred three (303) or 87.1% of the manual’s current policies.
10. Forty-five (45) policies are recommended for modification. This represents 12.9% of the manual’s current contents. The bulk of the policies requiring modification are in Series 4000 (6 policies), Series 5000 (19 policies), and Series 6000 (7 policies). The policies requiring modification in Series 5000 (Students) represent 30.1% of the policies in that Series. The policies requiring modification in Series 6000 (Instruction) represent 17.1% of the policies in that Series.
11. Twenty (20) of the existing policies are recommended for deletion and/or replacement. These are identified in the accompanying charts to this report. These policies recommended for deletion or replacement are in Series 4000, Series 5000 and Series 5000.
12. Sixty-nine (69) policies require either an updating of the existing legal references or the addition of legal references. This represents 19.8% of the manual’s current policies. This does not affect, however, in any manner, the usage of the current policies so identified, unless the policy is one identified as also needing revision.
13. The current manual is codified using CABE’s nationally-based numerical system. It is appropriately divided into the major sections or series which correspond to the major series contained within the CABE codification. Some policies are not codified correctly or are placed in the wrong Series. These are identified in the charts accompanying this report.
14. Forty (40) policies were identified as needing to be recodified in order to correctly correspond to the CABE national codification system, resulting in a manual fully utilizing the CABE codification system. This represents 11.5 % of the manual’s contents. Codification is not a significant problem in any Series except Series 9000 (Bylaws). Twelve bylaws, representing 27.9% of Series 9000 require recodification.
15. All policies are appropriately titled and their placements, with some exceptions, as previously indicated, are in the proper topical settings or series of the existing policy manual.
16. One-hundred fifty-three (153) existing policies are based upon CABE models. This represents 44.1% of the current manual. This provides evidence that the District has utilized CABE’s policy materials.
17. The great majority of the policies in the manual have listed a specific adoption date. The adoption date reflects the date formal Board action was taken and recorded in the minutes as such, giving the policies legal status. However, eleven (11) policies do not have an adoption date affixed to them. This represents 3.2% of the manual’s contents.
18. Administrative regulations, as previously stated, are placed in the manual following the policies to which they correspond.

**CABE POLICY AUDIT REVIEW SERVICE**  
**Brookfield Public Schools Policy Manual**

**SUMMARY OF ANALYSIS** (continued)

19. Policies and bylaws in the current manual are, as applicable, cross-referenced to each other, as is the recommended customary practice, to other policies and bylaws, which relate to the same issues.
20. The District, as previously indicated, is currently a subscriber to CABE’s *Policy Update Service* publication. Utilization of this service has assisted the District keep its policy manual up-to-date and has provided some policies, regulations and background information for the Board to consider. Continued attention should be given on a yearly basis to the identification of policies to review and to either readopt “as-is” or to revise.
21. Sixty-one (61) new policies are recommended for consideration, adoption and possible inclusion in the manual. Of this number, eighteen (18) are policies mandated by state or federal law. The specific titles are contained in the accompanying charts and are also listed below. This is considered a relatively high number of mandated policies to be lacking. The missing mandated policies are in Series 3000 (3), Series 4000 (2), Series 5000 (4) and Series 6000 (9).

Forty-three (43) recommended policies for inclusion in Brookfield’s manual are considered “good practice policies.” These are strongly recommended by CABE but are not mandated by law for inclusion. Their inclusion is and remains a local Board decision. Their titles are found in the charts accompanying this report.

The missing mandated policies are:

- #3541.5 – Reporting Transportation Safety Complaints
- #3542.22 – Food Services Personnel Code of Conduct
- #3542.41 - Food Service Personnel Professional Standards
- #4000.1 – Title IX (Personnel)
- #4115.3 – Evaluation and Employment of Coaches
- #5125.11 – Health/Medical Records (HIPAA)
- #5144.2 - Use of Exclusionary Time Out
- #5144.4 – Physical Exercise and Discipline of Students
- #5145.44 – Title IX (Students)
- #6115 – School Ceremonies and Observances
- #6154 - Homework
- #6159 or #6171 – Individualized Education/Special Education Program
- #6161.3 – Comparability of Services – Title I
- #6162.51 – Surveys of Students/Student Privacy
- #6164.11 – Alcohol, Drugs, Tobacco Use, Possession on School Property
- #6171.2 – Pre-School Students with Disabilities
- #6172 – Alternate Education Programs
- #6172.4 – Title I Parental and Family Engagement

22. The current manual, as previously indicated, contains administrative regulations. As previously indicated, CABE recommends that administrative regulations, where in existence, should be placed following the policy to which it addresses in the policy manual. Fifty-one (51) administrative regulations in the current manual are appropriate as written. In fourteen (14) situations an administrative regulation is recommended either for development or revision to follow the related policy.

23. The existing manual utilized for the audit did not contain a Table of Contents for each section. Such document lists the policies contained within each section. However, the online version of the manual posted on the District’s website does include a Table of Contents in front of each Series indicating the contents of each section.

The charts which accompany this report provide a detailed review of the current manual’s content.

## CABE POLICY AUDIT REVIEW SERVICE Brookfield Public Schools Policy Manual

### RECOMMENDATIONS

As per the agreement for this Policy Audit Service, this report, with its accompanying charts, provides a summary detailing the existing policies which should be kept, those that should be modified or replaced and the identification of policy areas which are mandated and/or recommended but are lacking in the existing manual. Sample policy language for consideration is not provided at this time as part of this contracted audit service.

As previously indicated in this audit report, the majority of policies contained in the existing manual, (87.1%) are considered appropriate as written. The major issues requiring correction according to this reviewer are:

1. Mandated policies (18) which are lacking and need to be added to the manual.
2. Modification of forty-five (45) identified existing policies.
3. Consideration for possible inclusion in the existing manual of those identified policies considered “good practice” recommended policies by CABE.
4. Recodification of forty (40) policies so that the manual aligns with CABE’s nationally-based codification system.

In addition to the four major needs cited above, this reviewer, as indicated in the charts accompanying this report, often asked the question regarding whether the policy and/or administrative regulation, while considered appropriate as written, reflected current practice. This was mainly due to the fact that they were adopted a number of years ago. In addition, for the same reason, in a number of instances it was stated that, while the policy was appropriate as written, within the definition of that term, as defined previously, it should be “revisited.”

Recommendations as to the manner the Brookfield Board of Education may want to proceed follow for your consideration. There are three ways in which Brookfield can address the issues raised in this audit. The major issues to be addressed include the modification of those policies identified in need of revision or replacement, the addition of missing mandated policies, the addition of some recommended “good practice” policies and the recodification of policies, where indicated, to correspond to CABE’s national system.

1. The Brookfield Board of Education could consider utilizing CABE’s *Customized Policy Service* that will result in the development of a totally new policy manual for the District. Such consideration at his time would be based upon the age of many of the existing policies in the manual, the number of missing mandated and recommended policies, the need to recodify some policies and the outdated or missing legal references. The number of recommended modifications and the number of mandated and/or recommended policies, which are lacking and for which consideration should be given to becoming a part of the District’s policy manual can be accomplished with a complete reworking of the existing manual.

A complete review, if approved by the Board, would provide the District and its current Board of Education and its Superintendent with an excellent and timely opportunity, to completely review and reassess its position on all existing policy topics and provide, where desired, the opportunity to revise existing policies to be in greater concert with the beliefs of the existing Board, while adding new policies. In addition, such a review would also include administrative regulations where existing and/or recommended.

The Customized Policy Service includes the following: (Presented at this time as an option to consider if a complete revision of the manual is viewed as desirable by the Board, providing an opportunity for the Board to reconsider its position on all policy topics.)

- Review and analysis of existing policies for relevancy and compliance with federal and state statutes and regulations.
- Review of current bargaining unit agreements, student and personnel handbooks and other material for explicit and implied policies
- Updating of existing policies.

**CABE POLICY AUDIT REVIEW SERVICE**  
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**RECOMMENDATIONS** (continued)

- Legal referencing of policies to Connecticut and U.S. Statutes, Federal/State regulations and judicial decisions.
- Development of needed policies and regulations.
- Codification of policies and administrative regulations under the current CABE codification system.
- Printing of all policies and regulations and their arrangement in a codified two-volume manual provided for all Board members, the Superintendent, and three additional copies.
- The manual provided electronically to facilitate future revisions and updating and to facilitate revisions of the manual on the District’s website.

The cost of this service, under current pricing, based upon the student enrollment of the District, is \$10,800. This can be paid over two fiscal/school years @ \$5,400 per year or over three school/fiscal years at \$3,600 per year. This type of project normally requires approximately two to three years to complete. The *Custom Policy Service*, based on the condition and contents of the present manual would provide the existing Board the opportunity to engage in a process to review the contents of the entire existing manual, resulting in a new manual, correcting all of the issues listed in this audit report and an opportunity to streamline the manual.

2. Another option and alternative to the complete reworking of the existing manual provides that the District elect to maintain its present manual. The required codification of the policies identified could be done “in-house” by the District. The charts accompanying this audit report lists those policies needing recodification and the corresponding CABE codification number which should be used. The District could utilize CABE’s services to only revise the policies indicated in the audit report in addition to adding the missing mandated policies and consider adding some of the “good practice” policies, which have been recommended but are lacking. If this option is chosen CABE can provide:
  - Revisions, and in some cases replacements, of the forty-five policies indicated needing such revision and, in addition, where appropriate, to send the District some additional samples to consider.
  - Sample policies in the areas where the chart indicates policies are lacking but recommended for consideration and inclusion in the manual. (Those identified as mandated (18) and recommended (43), but lacking.
  - Sample policies in the eleven (11) situations in which the policy was determined to be appropriate as written but recommended for the District to “revisit” the policy.
  - Material also provided electronically to facilitate local development/revision of the material sent from CABE.

The cost for this service would be \$5,400. This would be payable, if desired, over two school/fiscal years with two equal payments of \$2,700.

If this option is chosen, CABE will provide first drafts of the material to consider, and also a second copy of the draft policies incorporating any modification made during the District’s initial review process. This second copy would be brought to the Board of Education for its consideration and adoption. CABE would also print the adopted policies, in sufficient numbers for the existing manuals, not to exceed fifteen copies, as part of this fee. In addition, CABE would also provide the adopted policies in electronic format in order to facilitate future revisions at the District level.

If this option is chosen, for a total fee of \$5,400, the District will have addressed the major needs outlined in this audit report.



**CABE POLICY AUDIT REVIEW SERVICE  
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**RECOMMENDATIONS** (continued)

3. The third option allows the District to do a revision of its current manual itself, based upon the purchase and use of the *Connecticut Reference Manual of School Board Policies, Regulations and Bylaws*, available on CD for \$400. This generic core policy manual, in Word format to facilitate its local use, consists of approximately 450 examples of policies, administrative regulations and bylaws. The District could utilize this resource in comparing its present manual to that contained in the generic manual and revise where deemed necessary. This generic manual is also available to CABE members, at no additional cost, in the member section of the CABE website.

This third option, based on our experience with other districts electing it, has not proven to be very successful. In the first two options, CABE does all of the “grunt work” necessary to keep the task moving forward.

Regardless of whether the District elects any of the aforementioned recommendations, at a minimum it should continue its subscription to the quarterly *Policy Update Service* publication at an annual fee of \$350. This publication will enable the District to be informed of new or revised policies and of legislation and judicial decisions nationally and state, which impact policy, with sample policies and administrative regulations provided.

I am prepared to discuss any aspect of this report and its recommendations. CABE is anxious to be of further service to the Brookfield Board of Education in meeting its policy needs and responsibilities.

Respectfully submitted,



Vincent A. Mustaro  
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Connecticut Association of Boards of Education

Attachment: CABE's Policy Review of Brookfield Public Schools Existing Policy Material

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 0000 Mission, Goals, Philosophy**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or Update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Mission Goals Objectives/Core Values/Learning Principles	0000	0000	X								Comprehensive!	8/3/88 revised 6/7/89 2/6/89 6/16/00 1/5/11 6/15/16
Mission Statement	0100	0100	X	X								12/6/89 revised 6/15/16
Goals for the Public Schools	0200	0200	X								While appropriate, it's time to revisit the District's goals. PA 21-46 requires a goal pertaining to social and emotional learning and its integration into the District's professional development program.	12/6/89 revised 6/15/16
Goals/Objectives for Student Accomplishment	0210	0210	X	X								12/6/89 revised 6/15/16
Purpose-Goals-Objectives Strategic Planning	0300	0300	X									10/6/04 revised 6/15/16
Nondiscrimination	0521	0521	X	X							Includes required Grievance Procedure.	3/1/05 revised 6/15/16

**Mandated Policies Lacking:**

None

**Recommended "Good Practice" Policies Lacking:**

1. #0050 – Code of Ethics
2. #0521.1 – Anti-Racism (Confronting Racism in Schools)
3. #0521.2 – Commitment to Religious Neutrality
4. #0523 – Equity and Diversity

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 1000 Community Relations**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Goals and Objectives	1010	1010	X								Needs and adoption date.	unknown
Communications with the Public	1100	1100	X			X						1/22/03
Media of Communication (T.V. Studio Operations)	1110	1110	X								Does this reflect current practice?	3/4/09
Parent Involvement	1110.1	1110.1		X		X	X				PA 21-46 necessitates language pertaining to conferences held by electronic means.	4/12/00 revised 11/17/10
School-Sponsored Publications, Radio and Television	1111	1111	X		X				X		Appropriate forms.	1/19/00 revised 1/22/03
School Directory of Personnel	1111.1	1111.1	X								Is this directory posted on website?	1/19/94
News Media Relationships (Public Press, Radio and TV)	1112	1112	X								Needs and adoption date.	unknown
Coverage of Board of Education Meetings (Press)	1112.1	1112.1	X									11/19/24 revised 5/1/02
School News Releases	1112.2	1112.2	X									11/19/24 revised 5/1/02
Media Access to Students	1112.5	1112	X						X		Needs an adoption date. Revisit this policy.	unknown
Public Participation at Board of Education Meetings	1120	1120 1120(a)	X X								Recommend a "revisit" and more complete version. Cross-reference applicable bylaw. Does 1110(a) replace the 5/21/03 version? There is no adoption date.	5/21/03 unknown
Distribution of Materials by Students	1140	1140	X									3/5/03
Recognition of Citizens, Staff Members, Members of Board of Education, Students	1170	1170	X	X					X			1/19/94
Participation by the Public	1200	1200	X									1/19/94
School-Community Associations	1210	1210	X									1/19/94
School Volunteers	1212										Covered in existing policy #1240	
Other School-Connected Organizations/Booster Clubs	1230	1230	X						X			2/12/02

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 1000 Community Relations**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Citizen's Assistance to School Personnel (Volunteers)	1240	1240	X						X		Detailed and appropriate administrative regulation and form.	1/19/94 revised 12/18/01 12/2/02 2/23/11 2/1/12 9/7/16
Visits to the Schools	1250	1250					X (reg)			X	Adopt a policy to precede this administrative regulation.	1/19/94
Loitering or Causing Disturbance	1251	1251	X									1/19/94
Educational Foundations	1260	1260	X									9/4/02
Staff Participation in Community Activities	1311	1311	X									1/19/94
Political Activities of School Employees	1311.1	1311.1	X								While appropriate as written, revisit to consider the addition of additional employee political actions.	5/18/94
Petitions	1311.11	1311.11	X									6/19/01
Public Complaints	1312	1312	X									1/8/03 revised 8/19/98 2/16/05 11/18/09 8/15/12 6/5/13
Gifts to School Personnel	1313	5133	X	X	X							6/20/01
Soliciting Funds from and by Students	1314	1314	X									3/16/94 revised 6/19/01
Distribution of Materials to School/Personnel	1315	1315	X									3/16/94
Relations Between Public and School Personnel (Civility)	1316	1316	X	X								1/15/14
Public Performance by Students	1321	1321	X									3/16/94
Contests for Students	1322	1322	X									3/16/94
Soliciting Funds from and by Students	1324	1324	X									3/16/94 revised 9/20/00 11/17/10 1/21/15

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 1000 Community Relations**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
											Dose this reflect current practice?	8/16/00
Fund-Raising by Student Group	1324.1	1324.1	X									3/16/94
Advertising and Promotion	1325	1325	X						X			revised 6/21/00 1/7/15
Use of School Facilities	1330	1330			X	X				X	Language required regarding youth service groups.	3/16/94 revised 3/3/97
Smoke Free Environment	1331	1331	X								Update to include or ban on recreational marijuana.	3/16/94
Access to School Procedures and Materials	1340	1340	X									3/16/94
Relations between Non-Public and other Educational Organizations and the Schools	1600	1600	X									3/16/94
Colleges and Universities	1640	1640	X									4/24/13
Otherwise Lawful Possession of Firearms on School Property	1700	1700				X	X				Modify to reflect recent legislative changes.	

**Mandated Policies Lacking:**

None

**Recommended “Good Practice” Policies Lacking:**

1. #1110.3 – School Governance Council
2. #1411 – Relations with Law Enforcement Officials

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 2000 Administration**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Concept and Roles in Administration	2000	2000	X									4/18/84 revised 6/15/16
Board-Superintendent Relationship	2000.1	2000.1	X									6/15/16
Participatory Management	2001	2001	X	X								6/15/16
Administrative Staff Organization	2100	2100	X	X								6/15/16
Equal Employment Opportunity	2111	2111	X	X								6/15/16
Professional Development	2112	2112	X	X								4/18/84 revised 6/15/16
Organization Chart(s)	2120	2120	X	X								4/18/84 revised 6/15/16
Line of Responsibility	2121	2121	X	X								4/18/84 revised 6/15/16
Job Descriptions	2130	2130	X	X								4/18/84 revised 6/15/16
Superintendent of Schools	2131	2131	X	X								4/18/84 revised 6/15/16
Recruitment of Superintendent	2141	2141	X	X								6/15/16
Recruitment of Administrative Staff	2151	2151		X		X	X				Modify to include the required notification to Town's legislative body.	10/15/16
Administrative Operations	2200	2200	X	X								4/18/84 revised 6/15/16
Emergencies and Disaster Preparedness	2200.1	2200.1	X						X		This topic is covered in other series, such as #6114.6, and could be considered redundant.	5/17/95
Administrative Leeway in Absence of Board Policy	2210	2210	X	X								4/18/84 revised 6/15/16
Superintendent's Cabinet	2221	2221	X	X								4/18/84 revised 6/15/16

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 2000 Administration**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
District Advisory Councils (District Personnel)	2231	2231	X	X								4/18/84 revised 6/15/16
Research, Evaluation and Planning	2240	2240	X	X								4/18/84 revised 6/15/16
Monitoring of Product and Process Goals	2250	2250	X	X								6/15/86

**Mandated Policies Lacking:**

None

**Recommended “Good Practice” Policies Lacking:**

1. #2131.1 – Appointment of Designee for Superintendent
2. #2140 – Superintendent Succession
3. #2300 – Code of Ethics
4. #2400 – Evaluation of Administrators (including Superintendent)

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 3000 Business/Non-Instructional Operations**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Concept and Roles in Business & Non-Instructional Operations	3000	3000	X									3/18/92
Goals and Objectives	3010	3010	X						X		Does regulation (1993) reflect current practice?	9/16/92 revised 5/15/19
Budget/Budgeting System	3100	3100	X								Does District still employ the PPBES system?	9/16/92
Budget Planning	3110	3110	X									11/7/18
Fiscal Year	3111	3111	X	X								4/1/92
Publication/Adoption	3130	3130	X									5/15/19
Spending Public Funds For Advocacy	3152	3152	X	X								7/17/19
Transfer of Funds between Categories; Amendments	3160	3160		X			X				Include language pertaining to notification to Town's legislative body or Board of Selectman regarding transfers made under emergency circumstances.	3/6/19
Budget Administration	3170	3170	X	X					X			8/21/19
Non-Lapsing Education Fund	3171.1	3171.1	X	X								5/15/19
State Funds/ Federal Funds	3220/ 3230	3220/ 3230	X			X						4/1/92
Individuals with Disabilities Education Act Fiscal Compliance	3232	3232	X	X								12/19/18
Sales & Disposal of Books, Equipment & Supplies	3260	3260	X	X							Appropriate form.	12/19/18
Gift and Food Policy	3270	3270	X						X			10/1/14
Gifts, Grants and Bequests	3280	3280	X			X			X		Adoption date required.	unknown
Grants	3280.1	3280.1	X	X								6/19/19
School Fund Raisers	3281	3281	X	X					X			12/19/18
Relations with Vendors	3313	3313	X	X					X			10/21/92
Affirmative Action for Vendors	3313.5	3324.1			X	X	X				Need to add additional protected classes.	4/1/92
Purchasing Procedures	3320	3320	X						X		Detailed administrative regulation!	8/14/02
Soliciting Prices (Bids & Quotations)	3323	3320.1	X		X							8/14/02
Service Contracts	3324	3324	X									3/19/03
Paying for Goods & Services	3326	3326	X	X								11/7/18
Board of Education Credit Card	3326.3	3326.2	X		X				X			12/19/18
System of Accounts	3410	3410	X									11/16/19
Periodic Financial Reports	3430	3430	X	X								11/16/19
Budget and Expense Reports	3432	3432	X	X							This replaces existing policy #3400 which should be rescinded and removed from the manual.	11/16/19



**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 3000 Business/Non-Instructional Operations**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Periodic Audit	3434	3434	X	X								4/1/92
Fraud Prevention and Investigation	3435	3435	X	X								12/19/18
Inventories	3440	3440	X									2/3/93
Monies in School Buildings	3450	3450	X	X								4/8/92
Petty Cash Funds	3451	3451	X									2/19/20
School Activity Fund	3453	3452	X		X							8/21/19
Gate Receipts and Admission	3454	3454	X	X								4/16/86 revised 4/8/92
Operation and Maintenance of Plant/Grounds	3510	3510	X	X								11/7/18
Compliance with 504 Regulations	3511	3511	X							X	Consider addition of administrative regulation.	2/21/01
Equipment, Authorized Use of	3514	3514	X	X							Appropriate form.	2/3/93
Use of Facilities - Lockers	3515	3515	X									2/3/93
Safety	3516	3516	X	X					X			5/15/19
Hazardous Materials Communication	3516.11	3516.11	X	X								9/19/01
Environmental Concerns	3516.12	3516.12	X						X			4/7/04
Sex Offender Notification	3516.4	3516.4	X	X								11/7/18
Sex Offenders on School Property	3516.5	3516.5	X	X								12/19/18
Security of Buildings and Grounds	3517	3517	X	X								11/7/18
Vandalism	3517.2	3517.2	X									4/8/92
Information Security Breach and Notification	3520.1	3520.1	X	X								9/5/18
Electronic Information Security	3520.11	3520.11	X	X								9/5/18
Student Data Protection and Privacy/Cloud-Based Issues	3520.13	3520.13		X		X	X				Modifications necessary due to PA 18-125.	6/6/18
Hazardous Materials in Schools	3524	3524	X									5/15/19
Pesticide Application	3524.1	3524.1	X	X								3/5/08
Green Cleaning Program	3524.2	3524.2	X	X								11/17/18
Insurance	3532	3532	X									10/2/19
Transportation	3541	3541	X	X					X			10/2/19
Responsibilities and Duties ("Bus Safety")	3541.2	3541.2	X	X							Consider modification to include use of website for posting rules, notices, etc.	11/18/93 revised 12/18/96
Bus Contractor	3541.23	3541.4			X	X	X				Modify to include language regarding required drug and alcohol testing program.	11/18/93
Routes and Services	3541.3	3541.3	X	X								11/18/93
Students Supplying Own Transportation	3541.311	3541.6	X		X							11/18/93

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 3000 Business/Non-Instructional Operations**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Video Cameras on School Transportation	3541.313	3541.21	X		X	X						4/6/94 revised 6/1/11
Privately Owned Vehicles	3541.44	3541.5	X		X	X						11/18/93 revised 12/18/96
Food Service	3542	3542	X								Indication this was reviewed on 2/19/20. When was it formally adopted by the Board?	unknown
Free or Reduced Price Lunches	3542.31	3542.31	X	X								2/19/20
Food Sales Other Than National School Lunch Program	3542.33	3542.33	X	X								7/17/19
Nutrition Program	3542.34	3542.34	X	X								11/17/18
Equipment	3542.43	3542.43		X		X	X				Modify due to PA 21-46	5/1/19
Office Services	3543	3543	X									5/6/92
Printing and Duplicating: Copyrighted Materials	3543.11	3543.11	X (reg)						X		Adopt a policy to precede this administrative regulation.	5/6/92
Mail and Delivery	3543.13	3543.13	X									5/6/92 revised 10/17/01
Electronic Communication Use and Retention	3543.31	3543.31	X	X								11/17/18
Care of School System Records	3570	3570	X						X			5/6/92
Maintenance Program of School System Records	3571	3571	X									5/6/92

**Mandated Policies Lacking:**

1. #3541.5 – Reporting of Transportation Safety Complaints
2. #3542.22 – Food Services Personnel Code of Conduct
3. #3542.41 – Food Services Personnel Professional Standards

**Recommended “Good Practice” Policies Lacking:**

1. #3240 – Tuition Fees

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 4000 Personnel**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
								X				3/5/03
Concept and Roles in Personnel	4000	4000	X	X				X				3/5/03
Goals and Objectives	4010	4010	X					X				revised 10/7/09
Recruitment and Selection	4111/ 4211	4111	X					X			Recommend revisiting.	11/5/86 revised 10/7/09 11/17/10
Equal Employment Opportunity	4111.1/ 4211.1	4111.1/ 4211.1		X		X					Appropriately dual codified. Need to add additional protected classes	8/17/05
Vacancies	4111.2/ 4211.1	4111.2/ 4211.1	X								Appropriately dual codified. Refers to contracts.	7/8/09
Health Examination	4112.4/ 4212.4	4112.4/ 4212.4	X		X						Appropriately dual codified.	10/20/00
Pre-Employment Drug Screening Test	4112.421 4112.421	4112.421 4112.421	X	X							Appropriately dual codified.	1/2/02
Security/Credit Check	4112.5/ 4212.5	4112.5/ 4212.5		X (reg)		X (reg)				X	Appropriately dual codified. Adopt a policy to precede the administrative regulation.	7/18/12
Reference Checks	4112.51 4215.51	4112.51 4215.51		X		X	X		X		Appropriately dual codified. Replace with updated version compliant with statutory changes.	11/7/01 revised 5/21/03 6/20/12
Personnel Records	4112.6/ 4212.6	4112.6/ 4212.6	X			X					Appropriately dual codified.	12/17/06 revised 3/4/09 7/18/12
Nepotism, Husband/Wife Employment	4112.8 4212.8	4112.8 4212.8	X			X					Appropriately dual codified.	8/30/89
Assignment	4113	4113	X									8/30/89
Load/Scheduling/Hours of Employment	4113.1/ 4213.1	4113.1/ 4213.1	X								Appropriately dual codified. Refers to contracts.	7/8/07
Promotion/Demotion	4113.2	4113.2	X									8/30/89
Work Year	4113.3/ 4213.3	4113.3/ 4213.3	X								Appropriately dual codified. Refers to contracts.	7/8/09

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 4000 Personnel**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
											Refers to contracts.	7/8/09
Transfer/Reassignment	4114	4114	X								Replace. Outdated.	8/30/89
Evaluation/Supervision	4115	4115				X	X			X	Replace, current policy not compliant with statute.	8/21/85
Evaluation Coaches	4115.3	4143.1/ 4243.1			X	X	X					
Probationary/Tenure Status	4116	4116	X									8/30/89 revised 5/2/09
Resignation	4117.2/ 4217.2	4117.2/ 4217.2	X								Appropriately dual codified. Refers to contracts.	7/8/09
Personnel Reduction	4117.3	4117.3	X								Refers to contracts.	7/8/09
Dismissal/Suspension	4117.4	4117.4	X	X								2/19/20
Nondiscrimination	4118.11 4218.11	4118.11 4218.11		X		X	X		X		Appropriately dual codified. Based on a CABE model which has been updated.	unknown
Sexual Harassment	4118.112 4128.112	4118.112 4218.112	X	X					X		Appropriately dual codified.	4/1/20
Conflict of Interest	4118.13 4218.13	4118.13 4218.13	X			X					Appropriately dual codified.	8/30/99 revised 7/8/09
Staff with Life-Threatening Medical Disorders and/or Communicable Diseases	4118.141 4218.141	4112.2 4212.4	X		X							5/18/88
Academic Freedom	4118.21	4118.21	X			X						8/30/99
Code of Ethics	4118.22/ 4218.22	4118.22/ 4218.22	X								Appropriately dual codified.	8/30/99 revised 10/7/09
Smoking, Drinking & Use of Drugs on School Premises	4118.231 4218.231	4118.231 4218.231	X								Appropriately dual codified.	3/16/88 revised 5/1/91 11/20/91
Drug-Free Workplace	4118.232 4218.232	4118.222 4218.222		X	X	X	X			X	Appropriately dual codified. Replace, not compliant with statutory changes.	3/6/91 revised 9/16/92
Staff/Student Relations	4118.24/ 4218.24	4118.24/ 4218.24	X	X							Appropriately dual codified.	4/1/20
Face Masks	4118.237 4218.237 5141.8	4118.237 4218.237 5141.8	X	X							Appropriately dual codified.	11/4/20

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 4000 Personnel**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Acceptable Computer Network Use	4118.5 4218.5	4118.5/ 4218.5	X	X					X		Appropriately dual codified.	1/16/02 revised 5/21/03
Social Networking (“E-mail Protocol”)	4118.51	4218.51	X (reg)					X (reg)	X		Adopt a policy to precede this administrative regulation.	5/21/03 revised 3/16/13 4/1/20
Use of New Web Tools (Blogging/Podcasting)	4118.52 4218.52	4118.52 4218.52	X	X							Appropriately dual codified.	3/16/13 revised 4/1/20
Cellular Telephones	4118.6	4118.6	X	X				X	X			5/18/11 revised 5/15/13
Temporary and Part-Time Personnel	4120	4120	X	X							Recommend revisiting this policy.	8/30/99
Substitute Teachers	4121	4121	X			X			X			8/30/99
Consultants	4126	4126	X									7/8/09
Staff Development	4131/ 4231	4131/ 4231	X								Appropriately dual codified. Refers to contracts. A policy is also recommended.	
C.E.U.'s	4131.1/ 4231.1	4131.1/ 4231.1					X				Appropriately dual codified. Rescind. Law no longer in effect.	10/4/89.
Visitations; Conferences	4131.4	4131.4	X								Adoption date required.	10/4/89 unknown
Publication or Creation of Materials	4132	4132	X			X					Refers to contracts.	N.A.
Travel; Reimbursement	4133	4133										4/1/20
Tutoring	4134	4134	X	X								8/30/99
Organizations/Units	4135	4135	X	X							Refers to contracts.	N.A.
Agreement	4135.1	4135.1									Refers to contracts.	N.A.
Recognition	4135.11	4135.11									Refers to contracts.	N.A.
Personnel Covered	4135.12	4135.12									Refers to contracts.	N.A.
Board/School System Rights	4135.13	4135.13									Refers to contracts.	N.A.
Savings Clause	4135.15	4135.15									Refers to contracts.	N.A.
Work Stoppages	4135.16	4135.16									Refers to contracts.	N.A.
Negotiations/Consultation	4135.3	4135.3									Refers to contracts.	7/8/09
Grievance/Complaints	4135.4	4135.4	X								Refers to contracts.	4/18/84
Consulting	4138.1	4138.1	4138.1	X	X							

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 4000 Personnel**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Salary Guides	4141	4141									Refers to contracts.	N.A.
Salary Checks and Deductions	4142/ 4242	4142/ 4242	X								Appropriately dual codified. This may now be superseded by contract language.	4/18/84
Extra Pay for Work	4143/ 4243	4143/ 4243	X								Appropriately dual codified. Does this reflect current practice and/or contract language?	8/30/99
Insurance/Health & Welfare Benefits	4144	4144									Refers to contracts.	N.A.
Employment-Related Accommodations	4146	4146.3									Refers to contracts.	N.A.
Employee Protection	4148/ 4248	4148/ 4248									Refers to contract.	N.A.
Employee Safety	4148.1/ 4248.1	4148.1/ 4248.1	X					X				11/16/13
Employee Assistance Plan	4149	4149	X								Is this program still in effect?	6/23/82 revised 5/1/85
Short-Term Leaves	4151	4151									Refers to contract.	N.A.
Personal Illness and Injury	4151.1	4151.1									Refers to contract.	N.A.
Worker's Compensation	4151.11	4151.11									Refers to contract.	N.A.
Bereavement	4151.3	4151.3									Refers to contract.	N.A.
Legal and Civic Duties	4151.5	4151.5									Refers to contract.	N.A.
Religious Observance	4151.6	4151.6									Refers to contract.	N.A.
Emergency /Personal	4151.7	4151.7									Refers to contract.	N.A.
Long-Term Leaves	4152	4152									Refers to contract.	N.A.
Sabbatical	4152.1	4152.1									Refers to contract.	N.A.
Family and Medical Leave Act	4152.6/ 4252.6	4152.6/ 4252.6	X (reg)							X	Appropriately dual codified. Adopt a policy to precede this administrative regulation.	unknown
Drug and Alcohol Testing for School Bus Drivers	4212.42	3541.41	X		X							10/19/94

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 4000 Personnel**

**Mandated Policies Lacking:**

1. #4000.1 – Title IX
2. #4115.3 – Evaluation and Employment of Coaches

**Recommended “Good Practice” Policies Lacking:**

1. #4111.3 – Recruitment of Minority Staff Members
2. #4112 – Appointment and Conditions of Employment
3. #4112.61/4212.61 – Use and Disclosure of Employees Medical Information (HIPAA)
4. #4118.14/4218.14 – Nondiscrimination on the Basis of Disabilities
5. #4118.4/4218.4 – E-mail (Electronic Monitoring)
6. #4131/4231 – Staff Development
7. #4152.6/4252.6 – Family and Medical Leave Act
8. #4217.4 – Suspension/Dismissal of Non-Certified Staff
9. #4222 – Teacher Aides/Paraprofessionals
10. #4135.141/4235.141 – Union Access to District Employees

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 5000 Students**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
												3/5/89
Concept and Roles in Student Policies	5000	5000	X	X								3/5/89
Goals and Objectives	5010	5010	X									3/5/89
Admission	5111	5111	X			X					Recommend revisiting this policy topic	3/5/89
Dropouts	5112.3	5112.3				X	X					4/11/01
Disenrollment	5112.4	5112.4	X							X		6/20/01
Attendance and Excuses	5113	5113		X			X		X		Add language regarding chronic absenteeism and children of service members. PA 21-46 also requires revision.	3/6/13
Participation in Work Programs	5113.1	5113.1	X						X			12/3/86
Truancy	5113.2	5113.2		X		X	X			X	Add language regarding chronic absenteeism. Replace administrative regulation.	3/16/13
Suspension/Expulsion; Student Due Process	5114	5114		X		X	X			X	This policy is an earlier version of a CABE model which has been revised to reflect legislative changes. Replace this version with the newest version.	10/19/94 revised 8/10/99 2/16/00 1/21/09 4/28/10 11/17/10 9/2/15
School Census	5116	5116	X									3/5/89
Nonresident Attendance	5118	5118	X	X							Appropriate forms included	11/6/19
Homeless Students	5118.1	5118.1		X		X	X				Replace with the newest legally compliant version of this policy.	10/2/85
Tuition for Faculty Children	5118.111	5118.111	X									1/2/13
Transfers; Withdrawals	5119	5119				X	X			X	C.G.S. 10-189 regarding "Leaving Certificate" has been repealed.	10/2/85
Examination/Grading/Rating	5121	5121				X	X				Include language regarding statewide program	3/5/89
Academic Dishonesty/Plagiarism	5121.3	5121.3	X	X								7/8/09
Assignment to Teachers and Classes	5122	5122	X	X					X			12/19/18
Promotion/Retention	5123	5123		X		X	X			X	Still refers to CMT & CAPT testing. Replace with newest CABE version of this policy.	8/15/84 revised 5/6/92 5/17/00 1/2/02
District/School Report Cards	5124.1	1111.3			X	X	X				Replace with newer version outlining current requirements.	1/19/94



**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 5000 Students**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Student Records; Confidentiality	5125	5125	X			X				X	While appropriate as written a more detailed version and an administrative regulation is recommended to provide greater guidance.	10/3/90 revised 7/9/03 10/7/09 6/20/01
Photographing of Students	5125.2	5125.2	X									6/20/01
Awards for Achievement	5126	5126	X	X								6/20/01
Conduct	5131	5131	X									5/1/91 revised 8/18/99 1/18/06
Assault (Violent and Aggressive Behavior)	5131.2	5131.21	X		X							6/20/01
Student Driving/Parking	5131.3	5131.3	X								Does the policy's prohibition reflect current practice?	6/20/01
School Ground Disturbances	5131.4	5131.4	X	X								4/18/84 revised 9/15/99
Vandalism	5131.5	5131.5	X	X								11/3/04 revised 6/5/13 5/16/07
Drugs, Tobacco, Alcohol	5131.6	5131.6		X		X	X				Modify to reflect impact of recreational marijuana (PA 21-1 June Special Session)	10/19/94 revised 8/18/99 6/5/13
Steroid Use	5131.62	5131.62	X	X								5/20/09
Weapons and Dangerous Instruments	5131.7	5131.7	X			X			X			12/7/11 revised 10/11/14 6/20/01
Out of School Grounds Misconduct	5131.8	5131.8		X		X	X				Recent Supreme Court ruling necessitates a modification	3/7/12 revised 3/6/13 9/2/15 3/6/13
Bullying	5131.911	5131.911	X							X	Definition of bullying has changed. Policy is based on CAS model.	9/20/17
Married/Pregnant Students	5134	5134	X			X					Recommend revisiting this policy.	3/7/12 revised 3/6/13 9/2/15 3/6/13
Administering Medication	5141.21	5141.21		X		X	X			X	Replace with the current version of this CABE based policy	5/7/86 9/12/01
Glucose Self-Monitoring	5141.211	5141.22	X		X							9/12/01
Opioid Overdose prevention	5141.213	5141.213	X	X								9/12/01
Communicable/Infections Diseases	5141.22	5141.23	X		X	X				X	Consider revisiting this policy topic.	9/12/01
Psychotropic Drug Use	5141.231	5141.23	X		X	X						

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 5000 Students**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Students with Special Health Care Needs/Food Allergy Management	5141.25	5141.25	X	X					X			8/16/06 revised 4/24/13
First Aid/Emergency Medical Care – Use of Automatic External Defibrillators	5141.27	5141.27	X							X	Adoption date required. Add an Emergency Action Response Plan to the administrative regulation. <b>Appropriate forms.</b>	unknown
Health Assessments & Immunizations	5141.3	5141.3				X	X				Modify to reflect PA 18-168 regarding oral health assessment and PA 27-6 regarding exemptions.	1/3/07 revised 8/20/14
Reporting of Child Abuse and Neglect	5141.4	5141.4				X	X				Replace with newest compliant version.	5/2/86 revised 6/2/93 5/6/98 12/20/00 10/9/02 12/2/09 5/18/11 5/16/12
Suicide Intervention and Prevention	5141.5	5141.5	X			X						6/2090 revised 9/16/92
Student Sports – Concussion and Head Injuries	5141.7	5141.7	X	X								10/19/16
Face Masks	5141.8	5141.8	X	X								11/4/20
Safety	5142	5142	X								Recommend an updated version of this policy.	6/20/01
Student School Time Accident Insurance	5143.1	5143	X		X							6/20/01
Discipline/Punishment	5144	5144	X			X						3/5/89
Physical Restraint/Seclusion	5144.1	5144.1				X	X				Replace with legally compliant version	5/2/13
Civil & Legal Rights & Responsibilities	5145	5145				X	X				Replace. Current policy is primarily a freedom of expression policy with material covered in other policies.	6/20/01
Questioning and Apprehension/Police in Courts	5145.11	5145.11	X (reg)						X		Adopt a policy to precede this regulation.	3/5/89
Search and Seizure	5145.12	5145.12	X						X			10/19/94 revised 11/14/07
Vehicle Searches on School Grounds	5145.121	5145.121	X	X								10/19/94
Use of Dogs to Search School Property	5145.122	5145.122	X	X								3/7/07
Breathalyzer Testing	5145.124	5145.124	X	X					X			1/17/07
On-Campus Recruitment	5145.14	5145.14		X		X	X				Modify to comply with changes to law.	3/19/03

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 5000 Students**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Directory Information	5145.15	5125.15		X	X	X	X				Add language pertaining to public notice and an expanded definition. Replace with CABE's more recent version.	6/20/01 revised 1/15/11
Freedom of Speech/Expression	5145.2	5145.2	X									11/13/12
Racial Harassment of Students	5145.42	5145.42	X	X								10/10/01
Exploitation; Sexual Harassment	5145.5	5145.5	X						X		Adoption date required, appropriate form.	unknown
Sexual Abuse Prevention and Education Program	5145.511	5145.511	X	X					X			10/17/15
Student Grievance Procedure	5145.6	5145.6	X						X			10/19/94
Surrogate Parent Program	5145.71	5145.71		X		X	X				Replace with newest version of this policy.	4/18/84 revised 12/20/00
Emancipation of Minors	5145.8	5145.8	X			X					Recommend revisiting this policy topic.	4/18/84

**Mandated Policies Lacking:**

1. #5125.11 – Health/Medical Records (HIPAA)
2. #5144.2 – Use of Exclusionary Time Out
3. #5144.4 – Physical Exercise and Discipline of Students
4. #5145.44 – Title IX

**Recommended “Good Practice” Policies Lacking:**

1. #5118.3 – Children in Foster Care
2. #5123.3 – Graduation Ceremonies
3. #5131.111 – Video Surveillance
4. #5131.81 – Use of Electronic Devices
5. #5131.913 – Cyberbullying
6. #5132 – Student Dress
7. #5136 – Foreign Students Attending Schools
8. #5141.28 – Sudden Cardiac Arrest
9. #5141.6 – Crisis Management
10. #5144.3 – Discipline of Students with Disabilities
11. #5145.53 – Transgender and Non-Conforming Youth

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 6000 Instruction**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Instruction (Concept and Roles)	6000	6000	X			X						10/19/94 revised 10/7/98 7/7/13
Emergencies and Disaster Preparedness	6114	6114	X	X								1/20/21
Fire	6114.1	6114.1		X		X	X					12/6/00
Bomb Threats	6114.3	2200.2	X		X				X			5/17/95
Emergency Closings	6114.6	6114.6	X	X							Replaces 12/7/94 version which should be removed from manual.	1/20/21
Pandemic/Epidemic Emergencies	6114.8	6114.8	X	X								1/20/21
Nondiscrimination	6121	6121	X			X						10/19/11
Curriculum	6140	6140	X			X						10/19/96 revised 7/17/13
Curriculum Design/Development/Revision	6141	6141	X	X								9/18/13
Recognition of Religious Beliefs and Customs	6141.2	6141.2	X									10/19/94
Migrant Students	6141.312	6141.312		X		X	X				Modify to reflect ESSA. Appropriate form.	9/17/06
Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety	6141.321	6141.321	X	X					X		Two other administrative regulations found. One is dated 6/15/11. Another is codified as 6141.3 and dated 12/9/98. These should be removed.	8/19/20
Computers/Web Sites/Pages	6141.322	6141.322	X						X			6/20/01 revised 9/21/11
Internet Acceptable Use: Filtering Access to Electronic Networks	6141.323	6141.323	X	X					X			9/21/11
Posting of Student Work/Photographs	6141.324	6141.324	X	X							Appropriate forms	9/21/11
Use of New Web Tools (Blogging/Podcasting)	6141.325	6141.325	X	X								9/21/11
Online Social Networking	6141.326	6141.326	X	X					X			9/21/11
Electronic Resources	6141.327	6141.327	X	X								1/16/13 revised 8/19/20
Bring Your Own Device (BYOD)	6141.328	6141.328	X						X			10/19/94
Independent Study	6141.4	6141.4	X						X		Do the policy and regulation reflect current practice?	10/19/94
Basic Instructional Program	6142			X		X	X				Replace with latest version which reflect legislative updates.	9/18/13

**CABE's Policy Review of Brookfield's Existing Policy Material**

**Series 6000 Instruction**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Student Nutrition (Student Wellness)	6142.101	6142.101				X	X			X	Revise/replace to reflect "Final Rule"	5/3/06 revised 7/8/09
Emotional Wellness	6142.102	6142.102	X						X		Revisit. Consider replacement with new policy, "Social and Emotional Learning" reflecting current thrust.	5/3/06
Democracy Education	6142.52	6142.52	X	X								7/17/13
Curriculum Guides	6143	6143	X						X		Does administrative regulation reflect current practice?	10/19/94 revised 9/18/13
Controversial Issues	6144	6144	X									10/19/94 revised 8/19/98
Exemption from Instruction	6144.1	6144.1				X	X				Modify to comply with additional legislated areas/topics.	9/16/92 revised 10/1/94 7/15/97 10/21/98 10/9/02 11/20/02
Controversial Speakers	6144.3		Covered in existing policy #6144									10/19/94
Intramural/Interscholastic Competition	6145.2	6145.2	X			X						10/19/94
Publications	6145.3	6145.3	X			X				X		10/19/94
Public Performances and Exhibitions	6145.4	6145.4	X									10/19/94
Organizations/Associations	6145.5	6145.5	X									10/19/94
National Honor Society	6145.51	6145.52	X		X				X			10/19/94
Graduation Requirements	6146	6146				X	X			X	Replace to comply with current legislation.	8/14/02
Grading System	6146.1	6146.1	X						X			3/1/89 revised 10/19/94 10/7/98 12/6/00
Grade Weighting/Class Ranking	6146.11		Covered in existing policy #6146.1									
Statewide Proficiency/Mastery Examinations	6146.2	6146.2				X	X				Not compliant with current statutes. Replace.	10/19/94 revised 11/20/01
Field Trips	6153	6453	X		X				X			8/16/06 revised 11/17/10

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 6000 Instruction**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Live Animals in the Classroom	6163.3	6563.2	X		X				X		Consider revisiting for a newer version	5/21/03
Service Animals	6163.32	6163.32	X	X								8/21/19
Student Production of Services & Materials	6165	3453	X		X							5/17/95
Virtual/Online Courses	6172.6	6146.19	X		X							4/1/20
Summer School/Evening School	6174	6146.3	X		X							7/30/86 revised 5/17/95 3/17/99 4/2/15 5/3/17

**Mandated Policies Lacking:**

- |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                |
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| <ol style="list-style-type: none"> <li>1. #6115 – School Ceremonies and Observances</li> <li>2. #6154 – Homework</li> <li>3. #6159 or #6171 – Individualized Education/Special Education Program</li> <li>4. #6161.3 – Comparability of Services-Title I</li> <li>5. #6162.51 – Surveys of Students/Student Privacy</li> </ol> | <ol style="list-style-type: none"> <li>6. #6164.11 – Drugs, Tobacco, Alcohol</li> <li>7. #6171.2 – Pre-School Special Education</li> <li>8. #6172 – Alternative Education Programs</li> <li>9. #6172.4 – Title I Parent Involvement</li> </ol> |
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**Recommended “Good Practice” Policies Lacking:**

- |                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                           |
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| <ol style="list-style-type: none"> <li>1. #6111 – School Calendar</li> <li>2. #6141.311 – Programs for Limited English Proficient Students</li> <li>3. #6141.3221 – Website Accessibility</li> <li>4. #6142.103 – Trauma-Informed Schools</li> <li>5. #6145 – Extra-Class Activities/Equal Access Issues</li> </ol> | <ol style="list-style-type: none"> <li>6. #6145.8 – Activity Funds Management</li> <li>7. #6159.1 - Paraprofessionals</li> <li>8. #6162.6 – Copyright</li> <li>9. #6172.3 – Homeschooling</li> <li>10. #6200 – Adult Education</li> </ol> |
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**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 7000 New Construction**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Goals and Objectives	7010	7010	X	X								5/19/93 revised 9/17/03
Planning	7100	7100	X	X								10/15/03 revised 12/17/03
Forecasting Enrollments	7112	7112	X	X								5/19/93 revised 12/17/03
Responsibilities	7112.1	7112.1	X	X								10/15/03 revised 12/17/03
Retirement of Buildings	7113.1	7113.1	X	X								5/19/93 revised 12/10/00
Temporary School Facilities	7114.2	7114.2	X									5/19/93
Developing Educational Specifications	7115	7115		X		X	X				Need to add language regarding school safety infrastructure standards. (PA 13-3)	5/19/93 revised 1/2/02
Selection/Services (Architect)	7211	7211		X		X	X				Update to comply with more recent legislation	5/19/93 revised 9/17/03
Selection (Site)	7221	7221	X	X								12/17/03
Indoor Air Quality	7230.2	7230.2	X	X		X						4/7/04
Compliance with Equal Opportunity Requirements	7411	7416.6	X	X	X							5/19/93
Inspection by Board of Education	7523	7523	X	X								5/19/93
Naming of Facility	7551	7551	X									5/19/93 revised 10/6/04

**Mandated Policies Lacking:**

None

**Recommended “Good Practice” Policies Lacking:**

1. #7230.3 – Acoustics

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 9000 Bylaws of the Board**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Role of Board and Members (Powers, Purposes, Duties)	9000	9000	X									3/7/90 revised 8/19/97 6/19/02 5/17/17
Limits of Authority	9010	9010	X									3/7/90 revised 5/17/17
Accountability	9011	9011	X	X								5/17/17
Legal Responsibilities of Boards of Education	9012	9012	X	X								1/16/13 revised 5/17/17
Public Statements	9020	9020	X									3/7/90 revised 2/20/13
Commitment to Democratic Principles in Relation to Community, Staff, Students	9030	9030	X	X								3/7/90 revised 5/17/17
Number of Members, Terms of Office	9110	9100	X		X							3/7/90 revised 8/19/97 5/17/17
Officers and Auxiliary Personnel	9120	9110	X		X							3/7/90 revised 5/18/94 4/9/97 8/19/97 2/20/13 5/17/17
Chairperson	9121				Covered in existing bylaw #9110							
Vice-Chairperson	9122				Covered in existing bylaw #9110							
Secretary of the Board	9123				Covered in existing bylaw #9110							
Recording Secretary/Clerk	9124	9114	X		X							3/7/90 revised 5/17/17
Attorney(s)/Corporation Counsel	9125	9115	X	X	X							3/7/90 revised 5/17/17



**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 9000 Bylaws of the Board**

Policy Topic Title	Number	District's Former Number	Appropriate as Written	Based on a CABE Model	Requires Codification	Add &/or Update Legal Refs	Needs Modification	Dual Codify to Cover all Staff – Certified and Non-certified	Appropriate Adm. Reg.	Add &/or update Adm. Reg.	Comments	Date Last Adopted
Committees	9130	9120	X		X							3/7/90 revised 3/20/02 11/17/10 11/6/13
Board Consultants	9150	9130	X	X	X							3/7/90 revised 5/17/17
Student Representation on Board	9160	9160	X									5/3/00 revised 5/17/17
Members – Qualifications	9200	9200	X									3/7/90 revised 5/17/17
Oath of Office	9212	9212	X									3/7/90 revised 5/17/17
Filling Vacancies	9221	9221	X	X								5/17/17
Resignation/Removal from Office	9222	9211	X	X	X							11/15/06 revised 2/20/13 5/17/17
Orientation	9230	9220	X		X							3/7/90 revised 5/17/17
Board Member Development (Development Service)	9240	9230	X		X							3/7/90 revised 8/19/97 5/17/17
Remuneration and Reimbursement	9250	9252	X		X							5/17/17
Conflict of Interest	9270	9250	X	X	X							3/7/90 revised 5/17/17
Code of Ethics	9271	9251	X	X	X							3/7/90 revised 8/18/97 5/17/17
Methods of Operation	9300	9300	X	X								5/17/17

**CABE's Policy Review of Brookfield's Existing Policy Material  
Series 9000 Bylaws of the Board**

<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	9310	9310	X									10/3/90 revised 8/19/97 2/20/13 5/17/17
Formulation, Adoption, Amendment of Policies	9311	9311	X	X								10/3/90 revised 2/20/13 5/17/17
Formulation, Adoption, Amendment of Bylaws	9312	9312	X	X								2/20/13 revised 5/17/17
Administrative Regulations (Rules)	9313	9313	X									10/3/90 revised 2/20/13 1/21/155 /17/17
Suspension of Policies, Bylaws, Regulations	9314	9314	X	X								10/3/90 revised 5/17/17
Meetings	9320	9320	X									6/9/02 revised 11/15/17
Time, Place, Notification for Meetings	9321	9321	X									10/3/90 revised 8/19/97 4/6/11 11/15/17
Public and Executive Sessions	9322	9322				X	X					10/3/90 revised 11/15/17
Agenda Construction	9323	9323	X									10/3/90 revised 11/15/17
Advance Delivery of Meeting Materials	9324	9324	X									2/20/13 revised 5/17/17

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<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>	
Meeting Conduct	9325	9325	X									10/3/90 revised 8/19/97 5/21/02 9/4/02 2/20/135 /17/17	
Quorum	9325.1	9325.1	X									10/3/90 revised 4/6/11 5/17/17	
Order of Business	9325.2	9325.2	X	X								2/20/13 revised 5/17/17	
Parliamentary Procedures	9325.3		Covered in existing bylaw #9320, 9324										
Voting Method/Recording	9325.4	9325.4	X	X								5/21/02 revised 9/4/02 4/6/11 5/17/17	
Attendance at Meetings Via Electronic Communications	9325.43	9325.43	X									4/6/11 revised 11/15/17	
Requests For Information by Board Members	9325.5	9325.5	X	X								5/15/13 revised 5/17/17	
Minutes	9326	9326	X	X								10/3/90 revised 5/21/02 9/4/02 5/17/17	
Taping/Recording of Board Meetings	9326.1		Covered in existing bylaw #9324										
Electronic Mail Communications Among Board Members	9327	9327	X	X								4/6/11 revised 5/17/17	
Legislative Program	9360	9360	X	X								10/3/90 revised 5/17/17	

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<i>Policy Topic Title</i>	<i>Number</i>	<i>District's Former Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &amp;/or Update Legal Refs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Reg.</i>	<i>Add &amp;/or update Adm. Reg.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Monitoring Products and Processes (Self-Evaluation)	9400	9400	X	X							Appropriate forms	10/13/90 revised 5/17/17

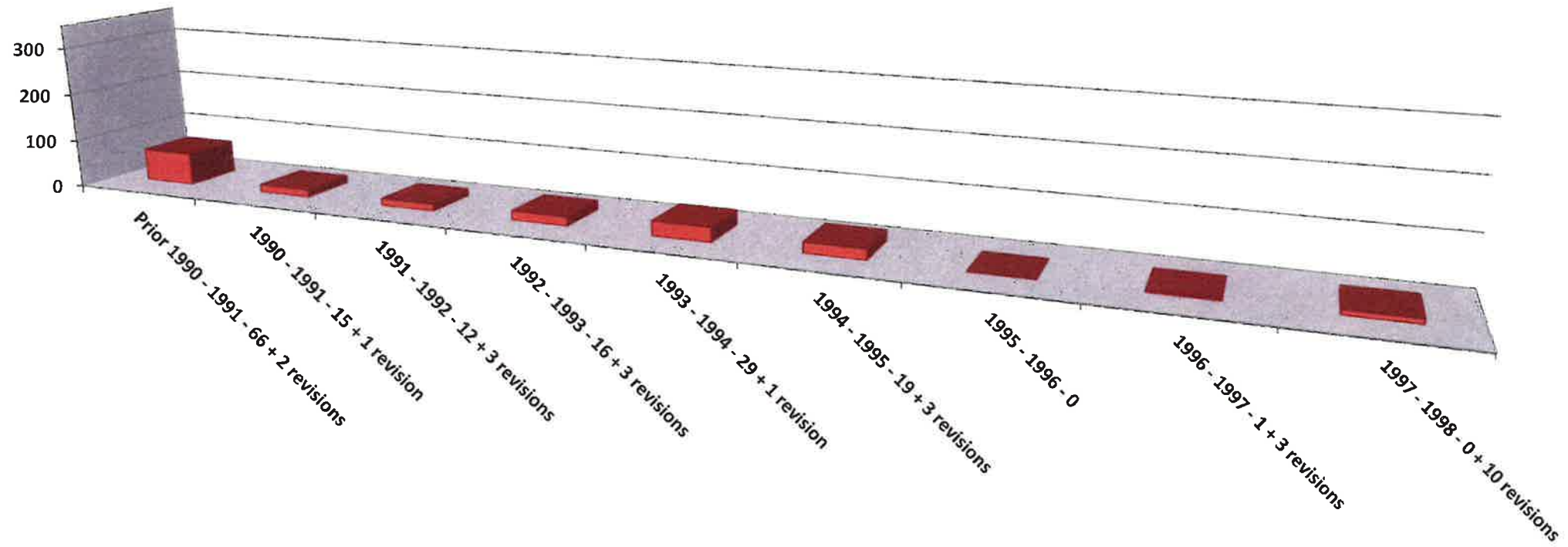
**Mandated Bylaws Lacking:**

None

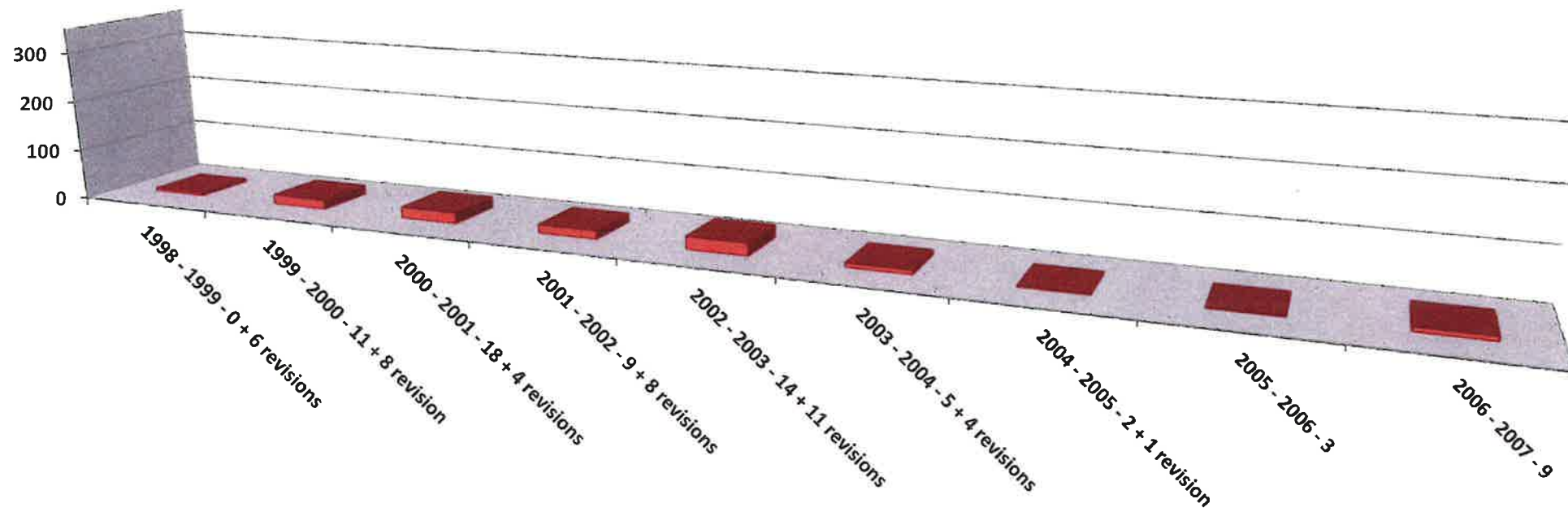
**Recommended Bylaws Lacking:**

1. #9321.2 – Electronic Board of Education Meetings
2. #9325.3 – Parliamentary Procedures

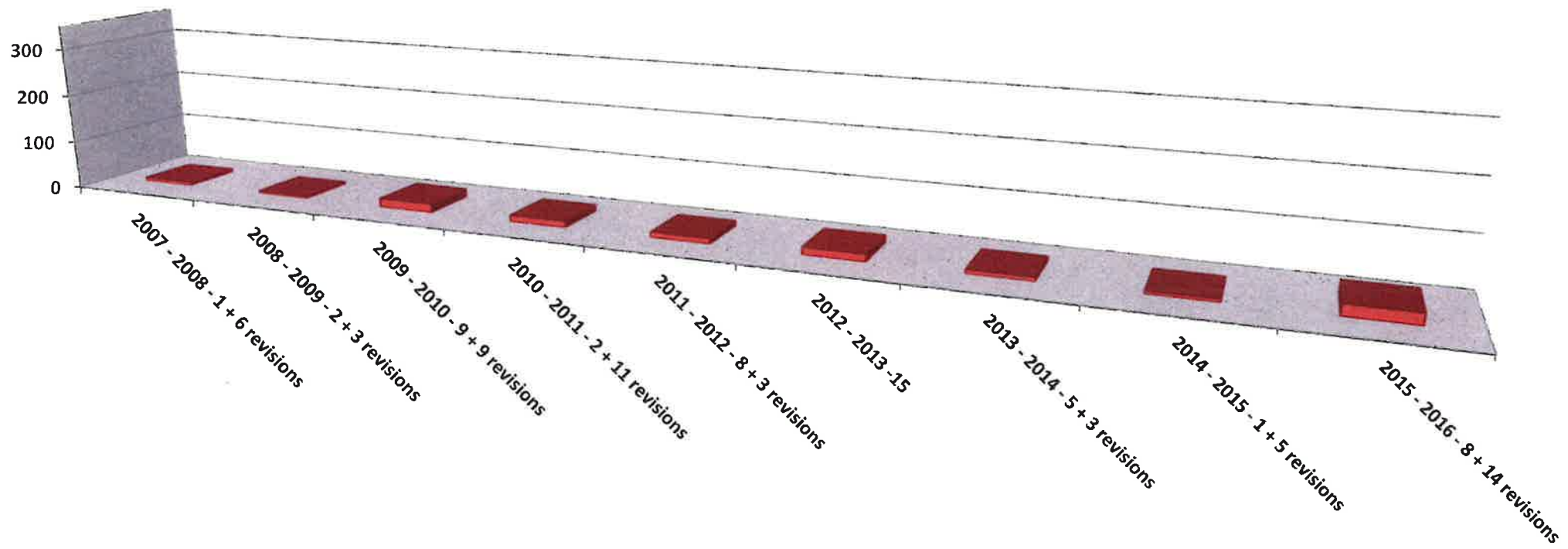
**Brookfield Public Schools  
Adopted History - 348 Policies  
Prior 1990-1991 - 1997-1998**



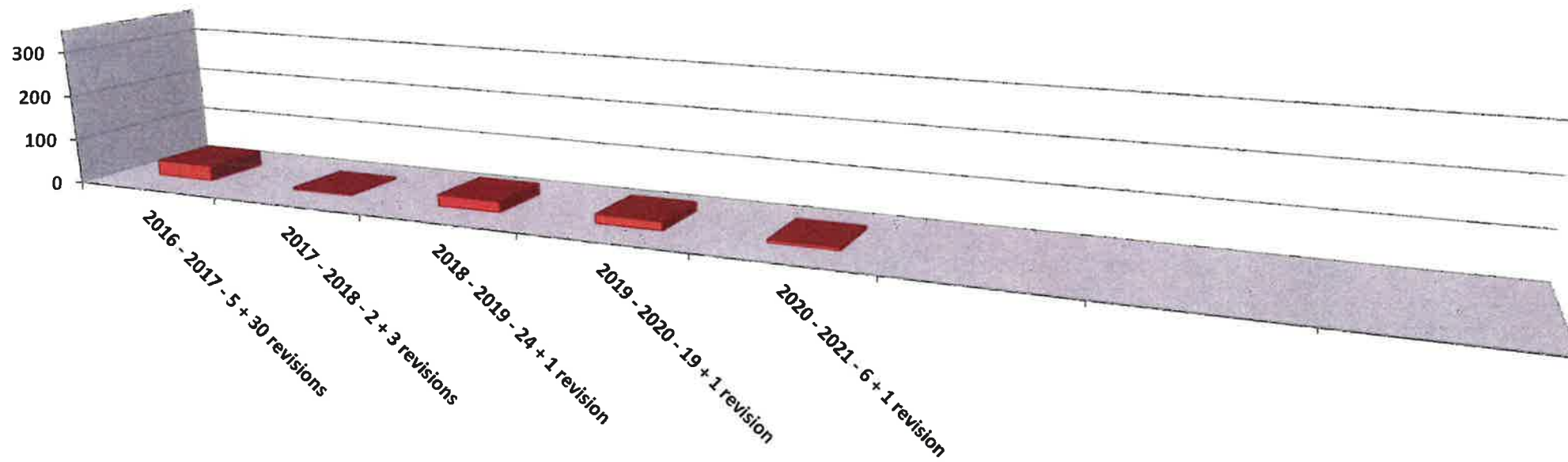
**Brookfield Public Schools  
Adopted History - 348 Policies  
1998-1999 - 2006-2007**



Brookfield Public Schools  
Adopted History - 348 Policies  
2007-2008 - 2015-2016



**Brookfield Public Schools  
Adopted History - 348 Policies  
2016-2017 - 2020-2021**





# Brookfield Public Schools Policy Manual Breakdown Based on 348 Policies

