

Policy/Communications Agenda  
Brookfield High School Media Center  
Wednesday, December 15, 2021  
6:00 PM

**Call to Order**

**Public Comment:**

**POLICY**

1. Discussion of Policy #6563- School Library Media
2. Discussion of Policy#1330- Use of Buildings & letter of appeal from the Girl Scouts
3. Prioritize adoption of mandated policies per CABE's recommendation (possible motion to the full Board)
4. Update prioritized policies per CABE's recommendation (possible motion to the full Board)

**COMMUNICATIONS**

None

**Adjournment**

InstructionSchool Library Media

The Brookfield School Library Media Centers provide informational, cultural and recreational resources, without prejudice as to format, to support the goals and objectives of the Brookfield Schools and to guide our patrons to become effective users of information.

The collection in each library media center provides a variety of curriculum-related instructional materials representing literary appreciation, opposing points of view and a global perspective. These materials will take into consideration the varied interests, abilities and maturity levels of our students.

In order to enhance the collection, the library media centers will encourage gifts of books, other printed materials, media, works of art, memorabilia and money for the purchase of books or other resources.

The quality of the collection will be maintained by removing from the working collections obsolete and unused materials on a continuous basis.

The following administrative guidelines will be followed with regard to selection, gifts, weeding and reconsideration of materials.

- (cf. 1312 — Public Complaints)
- (cf. 4118.21 — Academic Freedom)
- (cf. 6144 — Controversial Issues)

Legal Reference:     Academic Freedom Policy  
                          (adopted by Connecticut State Board of Education, 9/9/81)

Policy Approved: 8/16/06

Brookfield Public Schools  
Brookfield, Connecticut

*Recommend Language  
For Policy*

### Appeals to Challenged Library Materials

The principles of intellectual freedom are basic to the selection of library materials. Occasionally, there may be objections to library material by concerned citizens. The Board of Education recognizes the right of an individual parent/guardian to request that his/her child's library selection be limited, and certain books or themes prohibited. Residents SHALL NOT have the right to determine library materials for students other than their own. Assuming all steps regarding the reconsideration of materials outlined in relevant policies and regulations have been completed, the procedure for the Board to process appealed challenges is as follows:

1. The Board may form an ad hoc committee or designate the appropriate subcommittee to conduct the review.
2. The Board or the subcommittee responsible for conducting the review will request copies of the completed Form #1, "Brookfield Resident's Request for Reconsideration of Materials", as well as the report completed by the school's Special Review Committee concerning the challenged material.
3. The materials in question shall be read, viewed, or listened to in their entirety.
4. Determine if the materials meet the selection criteria in the library's collection development policy.
5. The subcommittee may solicit advice or opinion from District faculty, administrators, and/or relevant professional institutions such as the American Library Association and the Connecticut State Department of Education.
6. Both the values as well as the faults of the material shall be weighed, and a decision will be based on the materials as a whole and not on passages pulled out of context.
7. Challenged instructional materials shall remain in use in the schools pending a final decision.
8. The subcommittee will make a recommendation to the Board to either retain the material or remove it.
9. The Board of Education shall render the final decision.

Those reviewing challenged materials will give their opinion with the following guiding principles in mind:

1. Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.
2. Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
3. School libraries have the responsibility to provide diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
4. When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
5. All library users have a First Amendment right to read, view, and listen to library resources.
6. The Library Bill of Rights and the Freedom to Read Statement of the American Library Association can be used as guiding documents.
7. The reconsideration process should be completed in its entirety and not subverted or ended prematurely.

## **Instruction**

### **Brookfield School Library Media Guidelines — Regulation**

The Brookfield School Library Media Centers provide informational, cultural and recreational resources, without prejudice as to format - to support the goals and objectives of Brookfield Schools and to guide our patrons to become effective users of information. The Selection Policy has been developed to insure consistency in the library's collection of resources.

## **Selection**

### **Purpose**

To promote the acquisition of resources that are compatible with the philosophy, goals, and objectives of the schools as well as the needs of the students, faculty, administrators, and staff.

### **Goal**

To purchase quality materials which reflect the needs and interests of our whole school community.

### **General Principles:**

The Brookfield Library Media Centers endorses the American Library Association Bill of Rights (see Appendix A) and the American Association of School Librarians An Interpretation of the Library Bill of Rights (see Appendix B) which asserts that the responsibility of a school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information that will enable students to make intelligent judgments in their daily lives.
- To provide quality materials with opposing points of view.
- To provide quality materials which represent the many different voices in our world community especially with regard to gender, race, class, ethnicity, cultural, and religious groups.

Instruction

Brookfield School Library Media Guidelines — Regulation (Continued)

- To provide a broad range of materials on diverse and/or controversial issues to help students develop critical analytical skills and assure a comprehensive collection appropriate for users of the library.

Acquisitions Criteria:

- Authoritativeness and accuracy.
- Reputation of the author or originator of the resource.
- Relevance and significance of subject matter and supplementary subject matter.
- Clarity of presentation.
- Timeliness or permanence of the materials.
- Availability of materials on the subject.
- Literary merit or artistic quality and interest to users.
- Importance to total collection.
- Provide a Stimulus to creativity.
- Price, format, and physical durability.
- Appropriateness of: content, concepts, themes, and vocabulary suited to the audience.

A single source need not meet all the criteria in order to be acquired. In general, the acquisitions should reflect a significant number of these criteria.

Selection Tools:

In order to assure intelligent discrimination in the selection of resources *some* of the following selection tools are used for reviewing purposes:

- Library Journal
- School Library Journal
- Booklist
- Publishers Weekly
- Horn Book
- Kirkus Review

Instruction

Brookfield School Library Media Guidelines — Regulation (Continued)

Reviews which appear in major newspapers, periodicals, scholarly journals, and specialized journals are also considered.

Responsibility for Selection:

The responsibility for the selection of library resources rests with the Library Media Specialists in charge of the individual school libraries. Participation in the selection process is encouraged by the collaborative efforts of the schools' staffs. Faculty and administrators' recommendations are actively solicited and student recommendations are encouraged.

The Brookfield School Library Media Centers encourage gifts of books other printed materials, works of art, realia, money for the purchase of books or other resources which will enhance the collections.

The libraries accept gifts with the understanding that those gifts—books—which meet the standards set forth in our selection policy or enhance in some unique way the library collections will be retained. Other books will be disposed of in whatever manner the library determines to be the most suitable, such as, gifts to other libraries or non-profit institutions, exchanges for the needed books of equal value or sales with the money to be used for the purchase of books.

The library media specialist or other library personnel in charge of the library program, the donor and other appropriate persons are involved in the discussions, negotiations and decisions. If the gift is of sufficient value to be considered a major gift, the Principal should be informed and involved as appropriate.

## Instruction

### Brookfield School Library Media Guidelines — Regulation (Continued)

Individual books will be identified by appropriate bookplates, indicating the name of the donor and other specified information. Non-book gifts will be identified by whatever means is most appropriate.

The library, under no circumstances, ever acts as an appraiser. All gifts shall be acknowledged.

## Weeding

In order to maintain the quality of the collection, obsolete and unused books are removed from the working collection on a continuous basis. The advice of individual faculty, academic departments or other uniquely qualified individuals is sought when appropriate. No materials will be withdrawn or discarded only because they contain controversial or unpopular opinions. The school Library Media Specialist will be responsible for the regular weeding process.

Infrequently used books are retained if they contribute to the excellence of the collection and are cited in standard subject bibliographies.

The process of weeding the collection involves time, skill in collection development, expertise in collection maintenance, a thorough knowledge of books and their potential reference or research value for the library users.

### Criteria for Weeding:

- Obsolescence (especially science, technology, mathematics, and the social sciences.)
- Physical condition.
- Number of copies.
- Coverage of the subject by other materials in the collection.
- Value to the total collection.
- Insufficient use (not the sole governing factor.)

**Instruction**

**Brookfield School Library Media Guidelines — Regulation (Continued)**

**Procedures For Removing a Book Permanently From the Collection:**

- Demagnetize (if appropriate.)
- Use "Withdrawn" or "Discard" stamp Withdraw from the OPAC

Books permanently withdrawn from the circulating collection are destroyed, sold, or given away.

**Procedures for Handling a Request For Reconsideration of Materials**

All requests for reconsideration should be handled in the following manner:

- All requests are referred to the Library Media Specialist Initially the Library Media Specialist will:
- Supply the requesting person with a copy of the library's Selection Policy.
- Supply the requesting person with the library's Request For Reconsideration of Materials form and ask that the form be completed.
- Ask that the completed form be returned to and discussed with the Library Media Specialist
- After the completed form has been returned and discussed, the Library Media Specialist will discuss the request with a committee assigned by the Principal, to read or review the material, to reexamine the reviews and determine any action to be taken.
- The Principal will notify the person making the request of the action taken.
- If the issue remains unresolved to the satisfaction of all parties, it will be referred to the Superintendent to present an appeal to the BOE for a final decision or a recommendation.



**Instruction**

**Brookfield School Library Media Guidelines — Regulation (Continued)**

- If the incident becomes a public issue, the Library Media Specialist or some other person designated by the Principal will make available accurate and complete information to all local news media.
- The incident shall be reported to the Chairperson of the Intellectual Freedom Committee of the Connecticut Library Association and the ALA Office of Intellectual Freedom.
- If external advice is needed, it should be sought from the Intellectual Freedom Committee Chairperson of the Connecticut Library Association, the ALA Office for Intellectual Freedom, and the American Civil Liberties Union. These organizations are prepared to offer support in an informal, advisory capacity.

**Regulation  
approved: 9/20/06**

**BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut**

Community RelationsUse of School Facilities

The Board of Education desires to cooperate with other town agencies and community organizations by making available school facilities and certain specified items of equipment or services when so doing will not be in conflict with the educational program. To this end, all schedules of rental and service charges will reflect recovery of operational and maintenance expenses for private events and commercial ventures. **Town government, school associated groups and non-profit recreation for children and adults shall be charged for custodial fees only.** This policy shall be reviewed annually by Administration to consider modification of user fees in conjunction with the subsequent year's budget development process.

Guidelines for Rentals and Service Charges

According to Connecticut General Statutes Section 10-239, a Board of Education may grant temporary use of school facilities for public or other worthwhile purposes. The utilization of school building and grounds for after school use is encouraged in accordance with the rules, procedures and fee schedules established by the Board of Education and revised from time to time.

The Brookfield Board of Education desires to permit as wide a use of Brookfield's school building and grounds to interested local community groups for civic, educational or charitable purposes as may be consistent with the requirements of the regular educational program.

Legal Reference: Connecticut General Statutes  
10-239 Use of school facilities for other purposes

Policy  
adopted: March 16, 1994  
Revised: December 3, 1997

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

## COMMITTEE REVIEW – OCTOBER 10, 2001

1330(a)

### Community Relations

### Use of School Facilities

### General Regulations

1. Permission to use school buildings, grounds or other facilities when not otherwise used for school activities may be granted to Brookfield community organizations or recognized local groups by the Board of Education or its designee. Written requests must be properly signed by the person or persons who will assume responsibility. Forms are available in every school office. The following procedures shall be used:
  - a. An applicant may obtain a building use application from the office of the school whose facilities are to be used or from the Town School Office.
  - b. Organizations regularly meeting throughout the year wishing to reserve school facilities on a regularly scheduled basis must file a written request prior to September 1 of each year.
  - c. Organizations occasionally meeting throughout the year wishing to reserve school facilities on an occasional basis must file a written request at least two weeks before the desired date.
  - d. After reading the regulations, one copy of the Questionnaire Form #3, and one copy of the Application Form #4 must be completed and returned to the Town School Office. One copy of the Application Form #4 will be returned to the applicant bearing approval or disapproval and notations of fees due, if any.
2. For the use of school facilities, organizations shall be required to pay fees fixed by the Board. Fees will be charged according to the Standard Schedule of Fees. A deposit totaling 25% of estimated fees and custodial costs shall be submitted 30 days prior to the event. This deposit shall be returned to the user if the event is cancelled with at least a 24 hour notice. All fees, custodial and cafeteria costs must be paid within 30 days of receipt of bill from the Town School Office. Checks are to be made payable to "Brookfield Public Schools."
3. No charge is to be made for regular meetings of the groups listed below. A "regular meeting" is not a dinner, dance, fair, athletic event or athletic recreation, or other type of festive gathering regardless of purpose or sponsorship. These groups include: official school meetings, parent-teacher meetings, commencements, public school entertainment, mandated adult education classes, night school, public school athletic games, and all school related clubs.
4. A request will be granted only in accordance with the established priority list for use of public school facilities. Should there be any question of interpretation as to which category of the priority list a request should be placed in, or should there be any; question concerning the schedule of fees, the decision of the Board of Education shall be final.

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Use of School Facilities (continued)General Regulations (continued)

5. In order to provide for the efficient and economical operation of the school buildings, an event may be rescheduled to another building, should another building with adequate facilities be available.
6. The following activities are prohibited:
  - a. Use of school property to individuals or organizations whose activities are of a subversive nature.
  - b. Use of school premises for non-school activities during school hours.
  - c. Smoking in or on the grounds of any school buildings.
  - d. Use of school buildings for gambling.
  - e. Use of school buildings for holding card parties and public dances, except when plans have been approved by the superintendent.
  - f. The granting of further use of premises to any persons or organization which fails or refuses to pay previous fees or for any damage sustained by its previous use.
  - g. The opening of the school building when the building is normally closed, unless a responsible custodian is provided.
  - h. Use for activities which engender racial or religious prejudices or which are inimical to democracy.

Specific Regulations1. Uniformed Policeman

At any affair at which large crowds (250 people or more) are anticipated, organizations are required to employ uniformed special police officer(s) to direct traffic and maintain order as necessary. Written documentation demonstrating the procurement of such support service shall be presented with the application. Police fees shall be paid directly by the using organization to the Police Department.

2. Cafeteria Kitchen Use

Use of any kitchen equipment or facilities must be approved by the Food Service Manager prior to scheduling an event. Coffee pots and coolers are available for incidental use outside of the kitchen proper, with the user responsible for providing all materials. For heavier incidental organizational use which will require the use of cooking facilities and/or the use of any kitchen equipment either inside the kitchen or outside the kitchen, a regular member of the cafeteria staff must be present in the kitchen during the entire program. Fees for use of kitchen equipment or facilities shall be paid directly to "Brookfield Cafeteria Fund" and delivered to the Town School Office.

Use of School Facilities (continued)Specific Regulations (continued)3. Cafeteria Kitchen Use - Dinner

All uses of the kitchen for preparing or serving meals must be performed by Brookfield's food service staff. The using organization will make the necessary financial arrangements for the preparation of the dinner directly with the cafeteria manager after obtaining permission to hold a dinner in the school facilities. The cafeteria staff will be paid for their services at the rates set forth in 1330(g).

4. Alcoholic Beverages

No serving or drinking of alcoholic beverages is allowed at anytime in school buildings or on school grounds.

5. School Grounds

Permits for the use of school grounds must be obtained. Agencies planning to erect booths or install any other object on school grounds must first obtain permission from the Building Administrator. After the event, the grounds will be inspected by the school's head custodian, and unless properly cleaned, the agency will be billed for the work necessary to restore the grounds for school use at the custodial overtime rate.

6. Tennis Courts

The use of the tennis courts is restricted for school use between the hours of 7:30 a.m. and 5:30 p.m. on school days or when there are formal tennis activities sponsored by the Board of Education or Park and Recreation commission. At all other times the tennis courts are available according to the following procedures:

- a. The courts are strictly for the use of Brookfield residents and their attended personal guest.
- b. A court may be used no longer than one hour by any set of tennis players.
- c. The use of Court 1 will end on the hour; the use of Court 2 at 15 minutes past the hour; the use of Court 3 at 30 minutes past the hour; and the use of Court 4 will end at 45 minutes past the hour.

Use of School Facilities (continued)Specific Regulations (continued)

- d. If there are individuals waiting to use the tennis court, the use of doubles rather than singles is strongly requested in order to make maximum use of the available space.
- e. A specific set of rules will be posted at the tennis courts regarding the schedule, footwear and other information.

7. Prohibited Objects and Activities

The use of the following objects or the playing of the following games is prohibited at all times on all school grounds unless specific written permission has been requested and approval received from the Superintendent: golf, archery, use of firearms or their display, use of BB rifles, motorized model airplanes either gasoline or electrically driven, motorized vehicles in other than authorized parking lots.

8. Showers and Locker Rooms

The use of shower or locker rooms may be granted. Showers or locker rooms may be used by groups if permission is requested in advance on the application, and if the locker rooms are vacated in time to be cleaned by the regular custodial staff. Any use after this time will result in an additional charge being made for the extra custodial service.

9. School Equipment

The loan of school equipment and furniture for other than official use is not permitted due to insurance and liability issues.

10. Wiring and Decoration

There is to be no change in wiring, or use of lighting equipment without written permission from the building administrator.

Removal, pinning, nailing or tying of curtains or defacing of any other school property will not be permitted. All materials used must be fireproof.

11. Holidays

It is financially advantageous to organizations if they schedule their events in the school building at a time when the building is normally covered by the custodial staff and when there is normal heat in the building.

Use of School Facilities (continued)Specific Regulations (continued)12. Cancellations

Notice of cancellation must be made at least 24 hours in advance or fees will not be refunded. Events cancelled due to "acts of God" will not be penalized.

13. Violations

Any major violation of the above regulations will automatically revoke current and future permits.

14. Insurance

Proof of liability insurance is required of the applicant, as well as a signed statement that the Board of Education and Town of Brookfield will be held harmless from any financial liability as a result of injury suffered. The minimum insurance is \$1,000,000 Combined Single Limit. This coverage shall be obtained through the applicant's own agent. Additional coverage requirements may be requested by Administration in accordance with its assessment of risk. The applicant is also responsible to provide any and all necessary medical emergency personnel during their activity.

15. Supervision

User organizations are required to provide full supervision for persons participating in and attending their activity. Such supervisory responsibility shall be met by the utilization of event-appropriate, responsible adults in attendance before, during and after events as necessary.

16. Lighting Equipment Use

A dedicated operator assigned by the school must be employed by user organizations to handle all lighting activities involving the equipment at the Brookfield High School auditorium stage. Staff service and equipment use costs are set forth in 1330(g).



Priority List for Use of School Facilities

1. All Activities under the Jurisdiction of the Board of Education or programs required by state law or undertaken to implement school district policies.

2. Local Town Government

This category includes:

All official town meetings and all regular meetings which are open to the general public in cooperation with the Board of Education such as Evening School, Civil Defense Organizations, Red Cross, and Park & Recreation Commission.

3. Parent-Teacher and other School Associated Groups

This category includes activities sponsored, organized and supervised directly by the Parent-Teacher group, or supervised by the Board of Education when necessary, and activities of other such groups approved by the Board of Education.

4. Recreation for Children and Adults: (Non-Profit Organization presenting State Status Certification)

5. Private Events

Civic and Fraternal and Religious programs such as Women's Clubs, University Women, Alumni Groups and church groups. (Non-profit organization with Certification)

6. Commercial Ventures With Community Benefit

This category includes any commercial venture of definite cultural value for the specific benefit of the of Brookfield community.

7. Commercial Ventures For Organizational Benefit

This category includes commercial venture of definite cultural value for the specific benefit of the organization.

(See following page for the "Schedule of Fees Per Single Use")

Legal Reference: Connecticut General Statutes  
10-239 Use of school facilities for other purposes

Regulation  
approved: March 16, 1994  
revised: December 3, 1997

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**SCHEDULE OF FEES PER SINGLE USE**

**FEES PER HOUR – Elementary Schools:**

Center School, Huckleberry Hill School, and Whisconier School

	Priority	Classroom	Cafeteria or Gym	Cafeteria w/Kitchen
Board of Ed Programs	1	\$ 0.00	\$ 0.00	\$ 0.00
Town and Government	2	\$ 0.00	\$ 0.00	\$ 0.00
PTO	3	\$ 0.00	\$ 0.00	\$12.00
Non-Profit Organizations	4	\$ 6.00	\$ 12.00	\$24.00
Private Events	5	\$24.00	\$ 48.00	\$55.00
Commercial Venture/Town Benefit	6	\$35.00	\$ 70.00	\$75.00
Commercial Venture	7	\$50.00	\$125.00	No Usage

**FEES PER HOUR – Brookfield High School**

	Priority	Class	Old Gym	New Gym	Aud.	Café w/o Kitchen	Café w/Kitchen
Board of Ed Programs	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Town and Government	2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$12.00
PTO	3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$12.00
Non-Profit Organizations	4	\$ 6.00	\$ 18.00	\$ 30.00	\$ 30.00	\$12.00	\$24.00
Private Events	5	\$24.00	\$ 48.00	\$ 60.00	\$ 60.00	\$24.00	\$55.00
Commercial Venture w/Town Benefit	6	\$35.00	\$ 70.00	\$125.00	\$125.00	\$35.00	\$75.00
Commercial Venture	7	\$50.00	\$150.00	\$175.00	\$175.00	\$50.00	No Usage

\*Auditorium rehearsals are 50% of fee per hour. Groups using additional rooms for rehearsals will be charged 100% of applicable room fee.

There will be a \$25.00 cancellation fee if a scheduled activity is cancelled without 24-hour notice.

Charge for piano - \$35.00

**Custodial Cost:** Monday through Friday, no fees for services will be charged during regular custodial working hours, except when special coverage circumstances are determined. For Saturday, custodial overtime fees are \$30.00 per hour, per custodian, in addition to other fees. All Sunday custodial fees will be billed at the double time rate of \$40.00 per hour. If a holiday falls on a Sunday, the rate will be two times the hourly rate plus holiday pay at the rate of \$70.00 per hour. The minimum number of hours per custodian that will be billed is three (3) hours. Additional custodial assignments and fees may be made and changed based on the nature of user activities.

**Kitchen:** A flat rate of \$50.00 per hour plus the hourly salary of cafeteria employees is payable in addition to other fees which will be billed separately and paid directly to the Brookfield Cafeteria Fund.

**Police/Fireman Cost:** Arrangements must be made through the Police and/or Fire Department; cost is in addition to other fees. The Police/Fireman expenses will be billed separately and must be paid directly to the Police/Fireman.  
Police – 775-2576 – Fire – 775-1881.

**Lighting Use Cost – BHS Auditorium Stage:** The fee for a school-assigned, dedicated operator is \$29.00 per hour from set-up to secured closing. A per diem charge of \$55.00 shall be assessed additionally for the use of lighting equipment.

**HOURLY FEES ARE BASED UPON HOURS OF ACTUAL USE WHICH INCLUDE THE PERIOD FROM OPENING AND SET-UP (1/2 HOUR MINIMUM) TO COMPLETION OF CLEANING AND CLOSING (1/2 HOUR MINIMUM). FEES WILL BE IN HALF HOUR INCREMENTS.**

11/10/2021

Ken Post, Director of Business Operations:

Girl Scouts in Brookfield would like to appeal the fee requirement for non-profit groups. Our troops would then like to meet directly after school, on school days, at CES, HHES, and WMS. The meetings take place bi-monthly, one troop per school, for about 90 minutes.

FYI, all troop members are students at the respective schools.

Thank you for your help,  
Donna Marie Lellis  
203-770-1682  
Girl Scouts-Brookfield  
Meeting Space Coordinator