

**BOE Policy Committee Minutes**  
**Wednesday, October 11, 2023, 9:00 am – 10:30 am**  
**Municipal Building, BOE Conference Room**  
**3 Primrose St. Newtown, CT 06470**

**CALL TO ORDER** Meeting was called to order at 9:05 am

**IN ATTENDANCE** Dan Cruson, Deborra Zukowski, Todd Higgins, Chris Melillo, Mark Pompano  
Sarah Connell

**PUBLIC PARTICIPATION**

None

**APPROVE MINUTES** Dan Cruson made a motion to approve the minutes of September 27, 2023.  
Todd Higgins seconded. Motion passes unanimously.

**OLD BUSINESS**

**Discussion and possible action:**

Item	Reports
<p><b>Bylaw 9100 – Organization Meeting of the Board</b>  After feedback from the Board, D. Cruson made a small edit that states <u>“If a vacancy exists on the Board as a whole, such election will occur once a full Board has been seated”</u> This policy will go back to the Board for a second read.</p>	<ul style="list-style-type: none"> <li>• S. Connell will send this policy to K.June for BOE second read</li> </ul>
<p><b>Bylaw 9221 – Method of Filling Vacancies</b>  There was no feedback from the Board. This policy will go back to the Board for a second read.</p>	<ul style="list-style-type: none"> <li>• S. Connell will send this policy to K.June for BOE second read</li> </ul>
<p><b>Policy 6000 – Instruction</b>  There was no feedback from the Board. T. Higgins suggested removing the word “the” in the second sentence. The committee agreed. The sentence will now read <u>“The philosophy guiding this instruction emphasizes individual students and their development to their fullest potential for participation in life and for the betterment of society in a democracy.”</u></p>	<ul style="list-style-type: none"> <li>• S. Connell will send this policy to K.June for BOE second read</li> </ul>
<p><b>Policy 6111 – School Calendar</b>  There was no feedback from the Board. This policy will go back to the Board for a second read.</p>	<ul style="list-style-type: none"> <li>• S. Connell will send this policy to K.June for BOE second read</li> </ul>
<p><b>Policy 6146 – Requirements for Graduation</b>  After feedback from the Board, D. Cruson removed a repeated word from this policy. This policy will go back to the Board for a second read.</p>	<ul style="list-style-type: none"> <li>• S. Connell will send this policy to K.June for BOE second read</li> </ul>

**NEW BUSINESS**

**Discussion and possible action:**

Item	Reports
<p><b>Policy 3160 – Budget Procedures and Line Item Transfers</b>            On September 20<sup>th</sup>, the Tri-Board adopted an updated non-lapsing policy (policy 3171.1). D. Zukowski will work on making edits to this policy to be consistent with Policy 3171.1.</p>	<ul style="list-style-type: none"> <li>• This policy will be brought back to the next policy meeting.</li> </ul>
<p><b>Policy 1700 – Possession of Firearms or Deadly Weapons</b>            M. Pompano presented a draft policy that he received from Shipman and Goodwin. He made necessary edits to make it consistent with the newly adopted MOU.            T. Higgins voiced concern with this policy and the timing of the signed MOU. He also believes the MOU is not descriptive enough.            C. Melillo stated that the NPD signed the MOU before the policy committee was able to have their meeting. The policy can be reworked as needed.            T. Higgins believes that this policy should be reworked and offered his help in doing so. M. Pompano and C. Melillo agreed.            D. Zukowski voiced concerns over using the language "real property" and asked them to rethink that language in the new draft.            The committee agreed not to include reference to the specific MOU in the policy because the MOU may change in the future.            This policy will be brought back to the next policy meeting.</p>	<ul style="list-style-type: none"> <li>• M. Pompano, C. Melillo and T. Higgins will work on drafting a new policy.</li> <li>• S. Connell will invite M. Pompano to the next policy meeting.</li> </ul>
<p><b>Discussion about including supporting documents with publicly posted agendas</b>            The committee agreed to now include supporting documents with publicly posted agendas. S. Connell will add a "draft" watermark so the public knows that the documents are working documents.</p>	<ul style="list-style-type: none"> <li>• S. Connell will now include all supporting documents with the publicly posted agendas.</li> </ul>

**UPDATE FROM THE SUPERINTENDENT**

Mr. Melillo informed the policy committee that he is working with Administration to edit the Class Size regulation. He does not believe that the range of students in the elementary grade levels and high school grade levels are accurate. The committee agreed with this change and offered help in drafting a new regulation.

Mr. Melillo also spoke about policies regarding gifts from organizations and/or parents. He will work with Ms. Zukowski and Shipman and Goodwin on drafting a new policy for the committee to review.

**PUBLIC PARTICIPATION**

None

Mr. Higgins moved that going forward; the Policy committee will distribute supporting documents with the publicly posted agendas. Mr. Cruson seconded. Motion passes unanimously.

**ADJOURNMENT**

Mr. Cruson made a motion to adjourn the meeting. D. Zukowski seconded. Motion was unanimously approved. Meeting was adjourned at 10:45 a.m.