

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
October 11, 2017

Meeting was called to order at 8:00 a.m.

IN ATTENDANCE: Michelle Embree Ku, Rebekah Harriman-Stites, Lorrie Rodrigue, and Suzanne D’Eramo (8:00 am – 8:43 a.m.)

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: M. Ku made a motion to approve the minutes of September 28, 2017. R. Harriman-Stites seconded. Minutes were unanimously approved.

UNFINISHED OLD BUSINESS

Action	Follow-up
Policy 4112.52/4212.52 Criminal History Record Information (CHRI)/Security Check/Fingerprinting. S. D’Eramo recommended a change to the regulation for this policy before it was forwarded to the BOE for approval. On page R4112.52/4212.52(a) #4, she recommends that the words “in writing” be removed as indicated in the following sentence: “Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee (remove: in writing) of the results of the record check...”. She then explained to the committee the reason that it is not our policy to do so (as it is often the case that this information is incorrect). She then assured them that she does, however, make a notation on the form that was returned and attaches any pertinent legal document(s) so that there is a record of what occurred. This policy and regulation with edits can now go forward to the BOE for approval.	<ul style="list-style-type: none">• The committee agreed with S. D’Eramo’s request to remove “in writing” from R4112.52/4212.52(a) #4 in Policy 4112.52/4212.52 Criminal History Record Information (CHRI)/Security Check/Fingerprinting. This Policy and Regulation 4112.52/4212.52 will move forward to the BOE for review with the approved edits.

Policy 4111/4211 – Certified/Non-Certified – Recruitment and Selection. Our current NPS policy on this is Policy 4-101. CABE provided possible updates and S. D’Eramo liked the one with the heading “Another version to consider” that starts with the sentence: “The Board of Education believes that the most important person in the education life of any student is his/her teacher.” The committee agreed that they liked this version and there was discussion as to the various edits. On page P4111/4211(a), in the second sentence, the word “librarians” is to be removed and replaced with “library media specialists”. In the 3rd paragraph on that page, remove the 2nd sentence: “The Board of Education and administration shall develop and implement a written plan for diversifying staff recruitment.” Next remove “Optional language to consider” and the paragraph below that starts with “The Board wishes to avoid the appearance of...” In the paragraph below that, remove the 3rd sentence that starts with: “This will also include school relationships...” Finally, the last paragraph on that page shall be reworded to read: “When recommending a candidate to the Board of Education, the Superintendent will disclose any prior knowledge or relationship with any candidate recommended for employment.” It was decided not to include any of the Appendix A or Regulation. However it was suggested that we should create strategies/activities for securing, supporting and retaining minority teaching staff as outlined in Appendix A and look to it as a guideline. This policy with agreed upon edits can go forward to the BOE for approval.

- Policy 4111/4211 – Certified/Non-Certified – Recruitment and Selection will move forward to the BOE for review with the approved edits.
- S. D’Eramo will revise our Newtown Public School application to be in alignment with the following policy statement from page P4111/4211(a): “On the application form, an applicant for any position in the school district shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political or family connections.”

Proposed Policy from D. Petersen on “Classroom Observations by Parents”. The committee reviewed Newtown’s Policy 1250 – Community Relations – Visits to the Schools that was adopted on May 5, 2015 and the regulation revised on July 21, 2016. The committee felt that the wording of the regulation on page 1250 (c), under “Classroom Observations” was adequate for what was needed and the proposed policy might not be necessary. J. McEvoy to update D. Petersen of the discussion.

- The committee decided that Newtown Public Schools’ current Policy and Regulation 1250 adequately addresses “Classroom Observations”. J. McEvoy will update D. Petersen of the committee’s discussion.

<p>Policy 5144.1 – Use of Physical Force – Physical Restraint/Seclusion. The committee reviewed this policy (which had been approved to go forward to the BOE when the 5000 series group of policies is moved to the BOE for review) alongside CABE updates based on 2017 legislation. It was decided that further input from D. Petersen was not necessary and the committee made the following changes: On page P5144.1(d) under “Required Training and Prevention Training Plan”, that paragraph shall be removed and replaced with the language, also on page P5144.1(d), from an updated CABE version (with the header “A new policy to consider. P.A. 15-141 requires boards of education to have a policy and procedure pertaining to this topic.”). The paragraph starts with the sentence: “Training shall be provided by the Board to the members of the crisis intervention team for each school in the district.” Also from the updated CABE version, on 5144.1(e), add the #2 language and remove what was in our previously approved version. Also on that same page, use the 1st paragraph under “Crisis Intervention Teams” to replace the 1st paragraph under the same heading on our previously approved version 5144.1(f). This policy with agreed upon edits can go forward to the BOE for approval.</p>	<ul style="list-style-type: none"> • This Policy and Regulation 5144.1 – Use of Physical Force – Physical Restraint/Seclusion can move forward to the BOE with approved edits.
<p>Policy 5141.251 – Accommodating Students with Special Dietary Needs – This policy was approved at the 9/28/17 policy committee meeting to move forward to the BOE with the agreed upon edits. The committee is waiting for the review of the regulation by A. Dalton and D. Petersen. Discussion postponed on this until feedback on the regulation is received.</p>	<ul style="list-style-type: none"> • Policy 5141.251 – Accommodating Students with Special Dietary Needs. J. McEvoy to invite A. Dalton and D. Petersen for feedback and/or attendance at an upcoming policy committee meeting to discuss this regulation.
<p>Policy 6172 – Alternative Education Program – The committee is waiting for T. DeJulio, K. Longobucco and C. Ostar to review the revised policy and regulation. Action postponed on this until they are able to attend.</p>	<ul style="list-style-type: none"> • J. Policy and Regulation 6172 – Alternative Education Program. J. McEvoy to invite T. DeJulio, K. Longobucco and C. Ostar to attend an upcoming policy committee meeting to discuss their vision for this program.
<p>Policy 5125 – Student Records: Confidentiality Need to review current policy with recent update from CABE. L. Rodrigue would like to review this policy with C. Amodeo prior to a committee meeting as there are so many issues. J. McEvoy to set up a meeting between L. Rodrigue and C. Amodeo to discuss this policy.</p>	<ul style="list-style-type: none"> • Policy 5125 – Student Records: Confidentiality J. McEvoy to set up a meeting between L. Rodrigue and C. Amodeo to discuss this policy prior to a policy committee meeting.

<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – L. Rodrigue sent out an email to PTSA members to request a meeting with those interested in reviewing this policy, as well as the current policy 7-409.1. L. Rodrigue has been unable to set up a meeting that works for members and will discuss this after her next PTSA Presidents meeting.</p>	<ul style="list-style-type: none"> • Policy 6172.4 – Parent and Family Engagement Policy for Title I Students and current policy 7-409.1 L. Rodrigue to work on setting up a meeting with interested PTSA members to review these policies and provide feedback.
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NEW BUSINESS

Action	Follow-up
<p>L. Rodrigue had asked the committee to discuss the possible need for a policy as regards issues/requests from parents to allow their child(ren) to walk to another school to pick up a sibling. She was wondering if there were any current policies on who’s allowed to pick up students from school. J. McEvoy supplied the committee with the CABA Policy 3541.3 Transportation – Routes and Services that was sent after this request, as well as Newtown’s current policy on Transportation P3541 that was adopted on April 4, 2017. Neither of these was found to be very helpful and there was discussion regarding various issues regarding students walking, as well as parents wanting their child(ren) to be able to change buses for different activities or daycare after school. It was decided that there needs to be policies/protocols for these issues and that we need to be flexible in an appropriate way. L. Rodrigue asked J. McEvoy to set up a meeting for her with T. Einhorn and J. Ross to discuss these issues. They need to look at Newtown’s Policy 3541 on page R3541(a) under Transportation Item C. – Limits of Transportation - and come up with possible revisions.</p>	<ul style="list-style-type: none"> • L. Rodrigue to have a meeting with T. Einhorn and J. Ross to discuss the various issues regarding students walking and requests from parents. Also as regards parent requests for students to change buses for different activities or daycare after school. They will look at Newtown’s Policy 3541 on page R3541(a) under Transportation Item C. – Limits of Transportation - and L. Rodrigue will come up with possible revisions.

UPDATE FROM THE SUPERINTENDENT

Action	Follow-up
<p>L. Rodrigue met with M. Memoli to discuss revising the proposed regulation for Policy 5114.21 – Code of Conduct for Participation in Extracurricular Activities</p>	<ul style="list-style-type: none"> • M. Memoli will revise the regulation for Policy 5114.21 – Code of Conduct for Participation in Extracurricular Activities and submit to L. Rodrigue for review.

<p>L. Rodrigue has scheduled a meeting to discuss the issue with Policy 5141.25 – Students with Special Health Care Needs – Life-Threatening Allergies and Glycogen Storage Disease Management - as regards 5141.25(e) G and the logistics involved in distributing the IHCP and ECP to all school staff who supervise students at school sponsored after school activities.</p>	<ul style="list-style-type: none"> • It was decided to not send Policy 5141.25 forward to the BOE for review until after this meeting occurs and it can be reviewed.
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A motion was made by M. Ku to forward Policy 4111/4211 Certified/Non-Certified – Recruitment and Selection and Policy 5144.1 Use of Physical Force – Physical Restraint/Seclusion, both with approved edits, to the Board of Education for review. R. Harriman-Stites seconded. Motion was unanimously approved.

A motion was made by M. Ku to postpone discussion/action on Policies 5141.251-Accommodating Students with Special Dietary Needs, 6172 - Alternative Education Program, 5125 - Student Records: Confidentiality, 6172.4 - Parent and Family Engagement Policy for Title I Students and 3541 – Transportation. R. Harriman-Stites seconded. Motion was unanimously approved.

PUBLIC PARTICIPATION:

None

A motion to adjourn the meeting was made by M. Ku and seconded by R. Harriman-Stites. All were in favor. Meeting was adjourned at 2:52 p.m.

Submitted: Michelle Ku, Policy Committee Chair