

**BOE Policy Committee Minutes  
3 Primrose Street, Newtown, CT  
December 13, 2017**

Meeting was called to order at 8:02 a.m.

**IN ATTENDANCE:** Carmella Amodeo (8:02 am–8:10 am and 8:25 am–9:20 am), Michelle Embree Ku, Rebekah Harriman-Stites and Lorrie Rodrigue

**PUBLIC PARTICIPATION:**  
None

**APPROVAL OF MINUTES:** M. Ku made a motion to approve the minutes of November 29, 2017 and December 1, 2017. R. Harriman-Stites seconded. Minutes of both meetings were unanimously approved.

**UNFINISHED OLD BUSINESS**

<b>Action</b>	<b>Follow-up</b>
<p><b>Policy 5125 – Student Records; Confidentiality –</b> L. Rodrigue shared with the committee that legally the following statement needs to be added for Policy 5125(a) under the definition of “<b>Parent</b>” at the end of the last sentence in the 1<sup>st</sup> paragraph: “unless parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1956.” J. McEvoy will update the policy with this edit so that the last sentence in the 1<sup>st</sup> paragraph under the definition of “<b>Parent</b>” on page 5125(a) will now read in its entirety: “Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student, unless parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1956.” C. Amodeo told the committee that D. Petersen had not been able to respond to her questions on Policy 5125’s regulation yet so R. Harriman-Stites stated that this discussion should wait until D. Petersen is able to review and answer these questions. C. Amodeo agreed and left the meeting at 8:10 am.</p>	<p>• <b>Policy 5125 Student Records; Confidentiality -</b> J. McEvoy will update the already edited “CABE’s revised mandated policy to consider” with the policy edits indicated on page 5125(a) at this meeting. C. Amodeo will attend a policy committee meeting once D. Petersen is able to review the regulations for Policy 5125 and answer her questions.</p>

<p><b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students</b>, and our current policy 7-409.1 – Title I Parent Involvement. J. McEvoy also added current NPS policy 7-409, which is titled “Parental Involvement” and CABE’s Policy 1110.1 – Community Relations – Communications with the Public – Parent Involvement for the committee’s review. L. Rodrigue gave feedback from her discussion with R Mills that the required meetings mentioned in the Title I policy are mandated. However the Title I group does not need to be singled out and can be with another group that’s getting the information as well. As part of this discussion, it was pointed out that Newtown Public Schools does currently have an approved Policy 1110.1 on Parent Involvement. J. McEvoy will see that the old NPS policy 7-409 is removed from the district website. M. Ku asked if the Title I Policy 6172.4 should be kept as that or changed to be part of Policy P1110.1?</p> <p>L. Rodrigue said that R. Mills clearly stated that Title I Policy 6172.4 should be used. R. Harriman-Stites said that D. Petersen now needs to review Policy 6172.4 and suggest to the committee which policy she wants.</p> <p>L. Rodrigue agreed and stated that she would give the policy to D. Petersen to review for an upcoming policy meeting. R. Harriman-Stites added that D. Petersen should also look at the current NPS policy 7-409.1 - Title I Parent Involvement and L. Rodrigue agreed that she would give her both policies to review. J. McEvoy will invite D. Petersen to attend an upcoming policy committee meeting to discuss this Title I Policy.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students</b> and our current policy 7-409.1 – Title I Parent Involvement. L. Rodrigue will give both of these policies to D. Petersen for her review and suggestions on which policy should be used. J. McEvoy will invite D. Petersen to attend an upcoming policy committee meeting and discussion will continue on this policy.</li> </ul>
<p><b>Policy 5125 – Student Records; Confidentiality (continued)</b> – C. Amodeo returned to this meeting at 8:25 am because D. Petersen responded with the answers to her questions on the regulation for Policy 5125. Extensive edits were made to the regulation and J. McEvoy will incorporate them into “CABE’s updated sample regulation to consider” and then the Policy and Regulation 5125 will go forward, with the approved edits, to the BOE as soon as possible for review. Also as regards the forms in the regulation, J. McEvoy will check with D. Petersen to see what forms we currently use. R. Harriman-Stites said that only the forms that we use should be put in the regulation. During the course of the discussion on this policy, questions were raised about student records referenced in our Transgender Policy 5145.53. The committee decided that it should be brought back for discussion on the next policy committee meeting agenda.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5125 – Student Records; Confidentiality (continued)</b> - The committee approved moving this policy and regulation, with approved edits, forward to the BOE for review as soon as possible. In the course of discussion on this policy, it was decided to put the Transgender Policy 5145.53 on the agenda for the next policy meeting for discussion. J. McEvoy will invite C. Amodeo to attend a policy meeting to share the results of her research with the committee.</li> </ul>

<p><b>Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities</b> – L. Rodrigue gave the committee her suggested regulation for Policy 5114.21. She and D. Roach came up with a definition of an extracurricular activity and she revised the regulation to include all extracurricular activities, not just athletics. The committee approved of the regulation with just one edit – to remove the quotation mark in the last sentence of the first paragraph on R5114.21(a) after “is defined as”. J. McEvoy will make the approved edit and add the regulation to the policy.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities</b> – The committee approved of L. Rodrigue’s suggested regulation for Policy 5114.21 which includes all extracurricular activities, not just athletics. J. McEvoy will make the approved edit and add the regulation to the policy.</li> </ul>
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**UNFINISHED NEW BUSINESS**

Discussion and possible action:

<b>Action</b>	<b>Follow-up</b>
<p><b>Proposed Policy Committee Meeting Dates for 2018</b> – due to the recent election and change in the members of the Board of Education, there is still reorganization going on and meeting dates cannot be chosen yet. Postponed until the next meeting. It was decided, however, that there will be a policy meeting on January 10, 2018 from 8:00 am–10:00 am in Shared Meeting Room #1.</p>	<ul style="list-style-type: none"> <li>• <b>Proposed Policy Committee Meeting Dates for 2018</b> – Postponed until the next policy committee meeting. It was decided, however, that there will be a policy committee meeting on January 10, 2018 from 8:00 am – 10:00 am in Shared Meeting Room #1.</li> </ul>
<p><b>P6172.6 – CABE’s Distance Education – Virtual/Online Courses</b> – L. Rodrigue found her and C. Ostar’s previously written policy and sent it to the committee for review.</p>	<ul style="list-style-type: none"> <li>• <b>P6172.6 – CABE’s Distance Education – Virtual Online Courses</b> – Discussion to continue on this policy at an upcoming policy meeting.</li> </ul>
<p><b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – M. Ku shared her email to V. Mustaro (of CABE) with the committee asking if he had “any recommendations about including guidance in this policy on ‘blocking’ and limiting an audience (by setting up Facebook groups that are exclusive, for example?)” She asked L. Rodrigue to consult with R. Mills (of Shipman and Goodwin) regarding this and V. Mustaro’s response.</p>	<ul style="list-style-type: none"> <li>• <b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – M. Ku shared her email to V. Mustaro (of CABE) with the committee and asked L. Rodrigue to consult with R. Mills (of Shipman and Goodwin) regarding her question and V. Mustaro’s response. Discussion to continue on this at an upcoming policy meeting.</li> </ul>
<p><b>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12</b> - L. Rodrigue got input from R. Mills and discussion on this policy will continue at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12</b> – L. Rodrigue got input from R. Mills and discussion on this policy will continue at an upcoming policy meeting.</li> </ul>

**UPDATE FROM THE SUPERINTENDENT**

<b>Action</b>	<b>Follow-up</b>
<p><b>Policy 3541 - Transportation</b> – There was discussion regarding questions raised during the first read of the BOE of this policy that addresses the issue of student walkers. L. Rodrigue shared with the committee the input she received from R. Mills. To the general question of what to do about students who walk on an occasional</p>	<ul style="list-style-type: none"> <li>• <b>Policy 3541 – Transportation</b> – This policy and regulation, with approved edits, will be brought back to the BOE by L. Rodrigue at the next BOE meeting.</li> </ul>

<p><b>Policy 3541 – Transportation (continued) -</b>  basis, R. Mills stated that they should have notes. This policy is about students who legitimately walk home and this needs to be made very clear. The committee made additional edits to the edited policy that was sent to the BOE as follows: On page P3541(a) under the heading “Students in Grades K-8”, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence, change “permit a child” to “permit <u>his/her</u> child” and add “<u>on a daily basis</u>” after “...child to walk home from school”. Also in this same paragraph, add the following sentence at the end (after “in writing of such decision.”): <u>“Parents wishing to give permission for their student(s) to walk on an occasional basis, must submit a note specifying the date(s) the student(s) will be permitted to walk.”</u> L. Rodrigue will bring this revised policy back to the BOE at the next meeting. She will also review the regulation, with input provided by M. Ku on the wording in other school districts’ policies, as regards #C. Limits of Transportation on R3541(a).</p>	
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A motion was made by M. Ku to forward Policy and Regulation 5125 – Student Records; Confidentiality, with approved edits, to the Board of Education for review as soon as possible. R. Harriman-Stites seconded. Motion was unanimously approved.

A motion was made by M. Ku to postpone discussion/action on Policies 6172.4 - Parent and Family Engagement Policy for Title I Students, Proposed Policy Committee Meeting Dates for 2018, Policy 6172.6 – Distance Education – Virtual/Online Courses, New Bylaw 9327.1 – Board Member Use of Social Media, Policy 5122 - Assigning Students to a Teacher and Classes in Grades K-12, Policy 5122.1 – Choice of Studies/Academic Load, Policy 5122.2 – Pupil Placement Team, Policy 5122.3 – Assignment of Former Home-School Students to Classes, Policy 5122.4 – Staff Teaching Servicing His/Her Own Child, Policy 5123 – Promotion/Retention, Policy 5123.1 – Supervision Required for Schools Designated as Needing Improvement, Policy 5123.2 – Summer Work for Credit, Policy 5123.3 – Graduation Ceremonies, Policy 5124.1 – District/School Report Cards, and Policy 5124.2 – Release of Report Cards. R. Harriman-Stites seconded. Motion was unanimously approved.

**UNFINISHED OLD BUSINESS - DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING:**

<p><b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students</b> – and our current policy 7-409.1 – Title I Parent Involvement. L. Rodrigue will give both of these policies to D. Petersen for her review and suggestions on which policy should be used. J. McEvoy will invite D. Petersen to attend an upcoming policy committee meeting and discussion will continue on this policy.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students</b> - and our current policy 7-409.1 – Title I Parent Involvement. L. Rodrigue will give both of these policies to D. Petersen for her review and suggestions on which policy should be used. J. McEvoy will invite D. Petersen to attend an upcoming policy committee meeting and discussion will continue on this policy.</li> </ul>
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**UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING:**

<p><b>Proposed Policy Committee Meeting Dates for 2018</b> – Discussion will continue on proposed meeting dates at an upcoming meeting. The next meeting will be on January 10, 2018 from 8:00 am – 10:00 am in Shared Meeting Room #1.</p>	<ul style="list-style-type: none"> <li>• <b>Proposed Policy Committee Meeting Dates for 2018</b> – Discussion will continue on proposed meeting dates at an upcoming meeting. The next meeting will be on January 10, 2018 from 8:00 am –10:00 am in Shared Meeting Room #1.</li> </ul>
<p><b>P6172.6 – CABE’s Distance Education – Virtual/Online Courses</b> – L. Rodrigue sent her and C. Ostar’s previously written policy on this to the committee. Discussion to continue at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> <li>• <b>P6172.6 – CABE’s Distance Education – Virtual/Online Courses</b> – Discussion on this policy to continue at an upcoming policy meeting.</li> </ul>
<p><b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – L. Rodrigue to consult with R. Mills regarding M. Ku’s email to V. Mustaro. Discussion to continue at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> <li>• <b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – L. Rodrigue to consult with R. Mills regarding M. Ku’s email to V. Mustaro. Discussion to continue at an upcoming policy meeting.</li> </ul>
<p><b>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12</b> – L. Rodrigue got input from R. Mills and discussion on this policy will continue at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12</b> – L. Rodrigue got input from R. Mills and discussion on this policy will continue at an upcoming meeting.</li> </ul>
<p><b>Policy 5122.1 – Choice of Studies/Academic Load</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5122.2 – Pupil Placement Team</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5122.3 – Assignment of Former Home-School Students to Classes</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5122.4 – Staff Teaching Servicing His/Her Own Child</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5123 – Promotion/Retention – NPS current policy 7-105</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5123.1 – Supervision Required for Schools Designated as Needing Improvement</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5123.2 – Summer Work for Credit</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5123.3 – Graduation Ceremonies</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5124.1 – District/School Report Cards</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<p><b>Policy 5124.2 – Release of Report Cards</b></p>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>

**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 10:06 a.m.

Submitted: Michelle Ku, Policy Committee Chair