

**BOE Policy Committee Minutes**  
**Monday, February 26, 2024, 9:30 am – 11:00 am**  
**Municipal Building, BOE Conference Room**  
**3 Primrose St. Newtown, CT 06470**

**CALL TO ORDER** Meeting was called to order at 9:41 am

**IN ATTENDANCE** Doria Linnetz, Don Ramsey, Chris Melillo, Mark Pompano, Anne Uberti, Sarah Connell

**PUBLIC PARTICIPATION** None

**APPROVE MINUTES** Doria Linnetz made a motion to approve the minutes of January 22, 2024. Don Ramsey seconded. Motion passes unanimously.

**OLD BUSINESS**

Policy 6114 – Emergencies and Disaster Preparedness

Ms. Linnetz started the meeting by giving Mr. Ramsey an overview of the policies that the subcommittee is currently working on. The first policy, Policy 6114 was previously redlined by Mr. Higgins. Policy 6114 is the overarching policy so it is important that it is consistent with Newtown’s practices.

Ms. Uberti received minor feedback from the Principals and shared them with the subcommittee. The first edit was a spelling error in the first paragraph. Ms. Linnetz will make that edit. The second recommendation is in the third paragraph. It currently states that the “DSSC will work closely with the Principals and their respective SSSC to develop districtwide and individual school security and safety plans.....” This is not accurate and Ms. Uberti recommends changing it to “Mr. Pompano (DOS) works closely with the Principals....” The committee agreed and Ms. Linnetz will make that edit. The last edit to this policy is in the last paragraph. Ms. Uberti pointed out that “Safe School Mode” is not listed and should be included in the list of emergency responses. The committee agreed.

Mr. Ramsey asked about the School Safety and Security Committee.

Mr. Pompano provided a background to this committee and informed him that the district will be combining that committee with the School Climate and Cultural Committee. The committee is required to have a community member, a mental health professional and an emergency first responder. The district is in compliance with that requirement.

Mr. Ramsey suggested having Mr. Pompano attend these meetings because it could be a great opportunity for him to visit the schools.

Mr. Pompano agreed that he would attend each school’s meeting when they discuss security and safety. The committees are planning on having two meetings a year (one in the beginning and one at the end of the year)

Ms. Linnetz will continue to redline this policy and have it ready for the next policy subcommittee meeting for final review.

Policy 6114.1 – Fire Emergency (Drills)/Crisis Response Drills

Ms. Uberti received minor feedback from the Principals on this policy. They recommended adding “if needed” in the sentence in the fourth paragraph. It will now state: “...the emergency exercise tracking system, stating the date and time the drill was held, the time required to complete the drill utilizing the appropriate response procedures, actions taken prior to the drill to notify parents/students of the drill, if needed, as well as actions taken following the drill....” The committee agreed.

The Principals had no other issues with this policy.

Ms. Linnetz will continue to redline this policy and have it ready for the next policy subcommittee meeting for final review.

#### Policy 6114.7 – Safe Schools

Ms. Uberti recommends tabling this policy because it needs to be completely rewritten. It does not reflect Newtown's practices and should be worked on with the help of the Principals and Security committees. The committee agreed and

#### Policy 3542.22 – Food Services Personnel Code of Conduct

Ms. Vadas provided an overview of why this policy is required by the state. She stated that she spoke with her colleagues in other districts and her colleague at the state level. They all recommended adopting the first CAFE sample policy. It outlines exactly what is required and what is prohibited. The only change to this policy would be including "Newtown School District".

Ms. Linnetz asked for this policy to go to the BOE for their first read at the next BOE meeting. Ms. Connell will send it to Kathy June to include in the agenda.

### **UPDATE FROM THE SUPERINTENDENT**

Mr. Melillo asked the committee to review an international field trip policy. The district does not currently have one and he feels it is important that the BOE approve the third party companies that are coordinating these trips for our students. Ms. Connell will reach out to CAFE and bring it to the next policy subcommittee meeting.

On the topic of bringing policies forward, Mr. Ramsey asked if the policy subcommittee could review the newly adopted policy, Policy 6163.1 0 Selection of Library Media Resources. The committee agreed and Ms. Connell will include it in next meeting's agenda.

### **PUBLIC PARTICIPATION**

None

### **ADJOURNMENT**

Ms. Linnetz made a motion to adjourn the meeting. Mr. Ramsey seconded. Motion was unanimously approved. Meeting was adjourned at 10:32 am.

**\*\*THESE ARE DRAFT MINUTES\*\***