

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**November 9, 2016**

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

**IN ATTENDANCE:** Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi (8:00 a.m. – 9:15 a.m.), M. Failla, Jean Evans Davila (8:00 a.m. to 8:30 a.m.), Lorrie Rodrigue (8:00 a.m. to 9:15 a.m.), Keri Snowden (8:00 a.m. to 9:00 a.m.), Mark Gerace (8:00 a.m. – 8:30 a.m.), Deborah Mailloux-Petersen (9:00 a.m. – 9:30 a.m.)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** M. Ku made a motion to approve the minutes of October 26, 2016, R. Harriman-Stites seconded. Minutes were unanimously approved.

**UNFINISHED BUSINESS:**

<b>Action</b>	<b>Follow-up</b>
<p>Policy 5145.511 – Sexual Abuse Prevention and Education Program – J. Evans Davila and M. Gerace suggested we use “an administrative regulation to consider/modify” that was provided by CABE. J. Davila told the committee that the regulation is our current practice and where we are going. The committee agreed not to use the “opt out” form and continue with our present practice which is to have parents send a letter to the school. Wording throughout the regulation was changed to say disciplinary action “will” be taken not may be taken. The committee agreed to use the recommended regulation with the agreed upon revisions.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will send out regulation to administrative team and have the regulation posted on the website.</li> </ul>
<p>Policy 3455 – High School Concession Stand – J. Erardi met with representatives from the High School, Human Resources and the president of the teachers union regarding this policy. The input received from the meeting was to change “manager” to “designated staff” to be consistent with the language in the policy. The committee also put into the policy that if there is a negative balance in the concession stand account the principal will be notified on a monthly basis. The committee agreed to send the revised “optional policy to consider” provided by CABE along with the “regulation to consider/modify” to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>

<p>Policy 5131.914 - Model School Climate Policy – K. Snowden informed the policy committee that she spoke with the State and the State strongly suggests we use Policy 5131.914 and have Policy 5131.911 become the appendix. We need to take bullying out of the policy and address mean behavior. K. Snowden offered to review both policies with some of the Safe School Climate Team. They will come up with a recommendation for the policy and regulation. It was also noted that the regulation for this policy must be approved by the Board.</p>	<ul style="list-style-type: none"> <li>• K. Snowden will review Policy 5131.914 and Policy 5131.911 with some of the Safe School Climate Team. They will come up with a recommendation for the policy and regulation.</li> <li>• M. Reilly will forward a copy of the policy and regulations to Jo Ann Freiberg.</li> <li>• P.A. 11-232 requires boards of education to develop and implement a safe school climate plan to address the existence of bullying in its schools. The administrative regulation fulfills that requirement and must be approved by the Board.</li> </ul>
<p>Policy 5110 – Attendance – M. Reilly contacted CABE for a copy of this policy. CABE said according to the checklist of the 5000 series we had a policy 7-200 which we did not use and they sent us samples for Policy 5113 and Policy 5112 (approved by the Board on May 5, 2015).</p>	<ul style="list-style-type: none"> <li>• No further action required.</li> </ul>
<p>Policy 5118.1 – Homeless Students – D. Petersen gave the committee a brief overview on the laws surrounding homeless students. D. Petersen suggested the committee use “a broader succinct version of this mandated policy leaving off relevant detail to the administrative regulation” that was provided by CABE in their November update along with the updated regulation. The committee will review this policy and regulation one more time before they are moved forward to the Board.</p>	<ul style="list-style-type: none"> <li>• The committee will review policy and regulation one more time before they are moved forward to the Board.</li> </ul>

**NEW BUSINESS:**

<p>Policy 5144.1 – Physical Restraint/Seclusion – D. Petersen told the committee that employees have been CPI trained and she is working on making sure all schools have a Crisis Response Team and a safe room. She suggested the committee use “a new policy to consider” along with the “administrative regulation for consideration” that were provided by CABE. This new policy and regulation will replace our current policy presently numbered 7-400 – Physical Restraint(s)/Seclusion.</p>	<ul style="list-style-type: none"> <li>• The committee will review policy and regulation one more time before they are moved forward to the Board.</li> </ul>
<p>Policy 5113 - Attendance and Excuses – J. Erardi will have the Administrative Team look at this policy and bring back a suggestion to the committee.</p>	<ul style="list-style-type: none"> <li>• J. Erardi will have Administrative Team look at this policy and bring back a suggestion to the committee.</li> </ul>
<p>Policy 5113.2 – Truancy – J. Erardi will have the Administrative Team look at this policy and bring back a suggestion to the committee.</p>	<ul style="list-style-type: none"> <li>• J. Erardi will have Administrative Team look at this policy and bring back a suggestion to the committee.</li> </ul>

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

<b>Action</b>	<b>Follow-up</b>
Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues	<ul style="list-style-type: none"> <li>• M. Reilly will contact New Canaan and Ridgefield Public Schools for a copy of their Student Data Protection and Privacy/Cloud-Based Issues Policy.</li> <li>• C. Amodeo will come back to the committee at future date to discuss policy.</li> </ul>
Policy 5111.1 – Foreign Exchange Students – M. Reilly will forward a copy of our current policy to the committee.	<ul style="list-style-type: none"> <li>• M. Reilly will forward the committee a copy of our current policy 7-106.</li> </ul>
Policy 5131.7 – Weapons and Dangerous Instruments – The committee will ask M. Pompano to review policy and cross-reference it with Policy 1700 – Otherwise Lawful Possession of Firearms on School Property. M. Reilly will contact CABA to see what is required in the policy.	<ul style="list-style-type: none"> <li>• M. Pompano will review policy and cross reference it with Policy 1700 – Otherwise Lawful Possession of Firearms on School Property.</li> <li>• M. Reilly will contact CABA to see what is required in the policy.</li> </ul>

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

Policy 5113.1 – Work Permits	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5113.11 – School Employment	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5113.12 - Outside Employment of Students	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5113.13 – Work–Study Student Employment	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5113.14 – Senior Privileges	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5114 – Suspension/Expulsion: Student Due Process	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5114.1 – Suspension from Athletic/Co-Curricular and Extra –Curricular Activities	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5114.12 – Student Handbooks	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5114.2 – Suspension from Interscholastic Athletics	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>
Policy 5115 - Attendance Records; Registers	<ul style="list-style-type: none"> <li>• J. Erardi will lead discussion.</li> </ul>

A motion was made by M. Ku to forward Policy 3455 with the recommended changes when the 3000 series group of policies is moved to the Board of Education for review. R. Harriman-Stites seconded. Motion was approved.

**PUBLIC PARTICIPATION:**

None

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by M. Ku. All were in favor. Meeting was adjourned at 9:32 a.m.

Submitted: Michelle Ku, Policy Committee Chair