

**BOE Policy Committee Minutes  
3 Primrose Street, Newtown, CT  
June 21, 2018 – Special Meeting**

Meeting was called to order at 8:04 a.m.

**IN ATTENDANCE:** Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue, Anne Dalton (8:00 am – 8:32 am), David Roach (8:25 am – 9:24 am), and Mark Pompano (8:45 am – 9:05 am)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** R. Harriman-Stites made a motion to approve the minutes of June 6, 2018. D. Cruson seconded. Minutes were unanimously approved.

**UNFINISHED NEW BUSINESS**

Discussion and possible action:

<b>Action</b>	<b>Follow-up</b>
<p><b>Policy 5141.21 – Administering Medication –</b> R. Harriman-Stites noted that our Medical Advisor (Dr. Machado) needs to approve this policy before it goes to the Board of Education. She also stated that the policy needs to be reviewed every two years. A. Dalton will review more current CAFE policies – “A mandated policy to consider” (L. Rodrigue likes this one), and the Shipman &amp; Goodwin policy that CAFE sent. She will then come back to the committee with her suggestions.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to invite A. Dalton to attend an upcoming policy meeting. Review and discussion on this policy will continue with her input.</li> </ul>
<p><b>Policy 5141.22 – Communicable/Infectious Diseases</b> – R. Harriman-Stites likes CAFE’s “Recommended and revised policy to consider in light of ADA” and stated that it speaks to 504. Asked A. Dalton to review this policy and then skip back to the regulation and also add her suggestions. (Don’t have to add regulation but often it can be helpful. Unlike policy, it can be changed without BOE approval.) In addition, committee members need to look at NPS Policy 4-609 – Communicable Diseases.- amended 10/95.</p> <p>R. Harriman-Stites clarified that policy (in general) is not about doing anything new...it’s about being descriptive as to what’s being done. A. Dalton cautioned that wording is key because often we can get held to it and L. Rodrigue stated that this is why we generally go broader. A. Dalton said that CDC guidelines are referred to in current policy.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to invite A. Dalton to attend an upcoming policy meeting. Discussion on this policy will continue with A. Dalton’s suggestions after her review of CAFE’s “Recommended and revised policy to consider in light of ADA” and also the regulation.</li> </ul>

Action	Follow-up
<p><b>Policy 5141.231/418.234 – Psychotropic Drug Use</b> - Committee members made edits to CABE’s “A revised sample policy to consider. It is mandated to have a policy pertaining to this issue.” On Page P5141.2321(a)/4118.234 in the title, “Students/Personnel-Certified” – delete “Certified”. Keep the next two paragraphs under the heading “Psychotropic Drug Use”, then delete the 3<sup>rd</sup> paragraph and keep the 4<sup>th</sup> paragraph that starts with “<u>The District shall follow procedures...</u>” Then delete the next paragraph after “or” (“Communications between and among...”). Delete the next “or” and keep the last paragraph on the page that starts with “<u>Procedures shall be established...</u>”. On Page P5141.2321(b)/4118.234, keep the first two paragraphs and delete the third after “or”. Keep the next paragraph that starts with “<u>The Board recognizes that the refusal...</u>”, then delete the final paragraph starting with “The Superintendent of Schools...”</p> <p>J. McEvoy will also provide NPS Policy 4-611 – Prohibition on Recommendations for Psychotropic Drugs, revised 2014, for the committee members’ review.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will make the approved edits and then send the policy and regulation to D. Petersen. She will ask D. Petersen whether she feels the regulation is necessary.</li> <li>• A. Dalton will also review the edited policy and give her input on the regulation. J. McEvoy to invite A. Dalton to attend an upcoming policy meeting. Review and discussion on this policy will continue.</li> </ul> <p>L. Rodrigue will check on D. Cruson’s question, “When a new student is registered, do we provide parents with information on how to link to BOE policies?”</p>

**UNFINISHED OLD BUSINESS**

Discussion and possible action:

Action	Follow-Up
<p><b>Policy 5131.91 – Hazing</b> – Committee members like CABE’s current version “A revised version to consider” with edits from the 5/9/18 policy meeting. M. Memoli and L. Rodrigue like “General Statement of Policy A - F” from current NPS policy 8-604 adopted in 2000. Add these to Page P5131.91(a) of “A revised version to consider” after the paragraph under “Policy” and before “Definitions”. Addition is as follows”</p> <p><u>General Statement of Policy</u></p> <ul style="list-style-type: none"> <li>A. <u>No student, teacher, administrator, volunteer, contractor or other employee or agent of the school district (here and after collectively referred to as “staff”) shall plan, direct, encourage, aid, or engage in hazing.</u></li> <li>B. <u>No staff member of the school district shall permit, condone, or tolerate hazing.</u></li> <li>C. <u>Implied or expressed consent by a person being hazed does not lessen the prohibitions contained in this policy, and will not be considered as a</u></li> </ul>	<ul style="list-style-type: none"> <li>• There was a miscommunication on the date that M. Memoli was invited to attend the policy meeting so R. Harriman-Stites asked that this policy be put on the next agenda for review.</li> <li>• L. Rodrigue and M. Memoli will review edited CABE “A revised version to consider” and also further review NPS policy 8-604 alongside the current CABE version and decide if any further additions are needed.</li> <li>• Once meeting is held, M. Memoli will be invited to attend an upcoming policy committee meeting and discussion will continue on this policy.</li> </ul>

<p><b>Policy 5131.91 – Hazing (continued)</b></p> <p><u>defense or mitigation of any alleged violation of this policy.</u></p> <p>D. <u>A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.</u></p> <p>E. <u>The school district will investigate complaints of hazing and take appropriate action including, but not limited to, discipline against any student or staff member of the district who is found to have violated this policy.</u></p> <p>F. <u>Hazing activities are seriously disruptive of the education process. This policy applies to behavior that occurs on or off school property and during, before or after school hours.”</u></p>	
<p><b>Policy 5131.3 – Student Driving/Parking –</b></p> <p>R. Harriman-Stites feels that the current NPS Policy 3515.2 – Vehicles Parked on School Property by Students and Employees, and NPS Regulation 3515.2 – Student Parking can, once edited by D. Roach with NHS procedures, cover what is needed. Committee members agreed that two policies are NOT needed on parking. D. Roach will review CAFE’s Policy 5131.3 “Optional sample policy” and add several parts of it to regulation for NPS Policy 3515.2. He will then send to J. McEvoy for the committee to review and discuss at an upcoming policy committee meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will add D. Roach’s edits to NPS Regulation R3515.2 . Committee will then continue to review and discuss this NPS Policy and Regulation 3515.2 at an upcoming policy committee meeting.</li> <li>• No further action on Policy 5131.3 – Student Driving/Parking – is needed.</li> </ul>
<p><b>Policy 5131.8 – Off School Grounds Misconduct –</b></p> <p>D. Roach questioned, and M. Pompano confirmed, that the language used in approved edit to this policy lines up with NPS Policy 5114 – Suspension and Expulsion/Due Process. This edit is on Page P5131.8(a) in the third paragraph #4 as follows: “(4) whether the conduct involved the use of alcohol, <u>narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.</u>” M. Pompano requested that one more edit be made at the bottom of Page P5131.8(a) to #4. After “Making of a bomb threat, add <u>and/or creation of an explosive device.</u>” R. Harriman-Stites noted that she likes that this policy is specific but also broad. This policy, with approved edits, is to be moved to the 5000 series queue.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will make approved edits to this policy and then move it to the 5000 series queue.</li> </ul>
<p><b>Current NPS Policy 3541.35 – Emergencies; Safety – Transportation/Procedures to be Followed in the Event of an Accident to a Bus –</b> Committee members agreed with M. Pompano’s edits to this policy and the deletion of the regulation. However it was decided, after discussion, that the items in #10 were not needed to be reworked or added (i.e. En route to Athletic Event?</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will make approved edits to M. Pompano’s edits to this policy and discussion will continue at an upcoming policy committee meeting.</li> </ul>

<p><b>Current NPS Policy 3541.35 – Emergencies; Safety – Transportation/Procedures to be Followed in the Event of an Accident to a Bus (continued) -</b></p> <p>School Field Trip? Etc...?) It was felt that these items were already addressed in the policy. J. McEvoy to send to A. Dalton for review and let her know that M. Allen already reviewed as well.</p>	
<p><b>Policy 5123 – Promotion/Acceleration/Retention –</b> (replacing NPS Current Policy 7-105 and 7-105.1) - L. Rodrigue told committee members that this policy and regulation were again reviewed by the A-Team and there is only one issue in the regulation that she needs to reword. It is on Page R5123(b) #3. She will do this and give to J. McEvoy. R. Harriman-Stites asked that this policy and regulation then be moved forward to the 5000 series queue for review by the Board of Education.</p>	<ul style="list-style-type: none"> <li>• L. Rodrigue will make edit to Page R5123(b) #3 and then J. McEvoy will move this policy to the 5000 series queue.</li> </ul>

**NEW BUSINESS**

Discussion and possible action:

<b>Action</b>	<b>Follow-up</b>
<p><b>Policy 5118 – Nonresident Students –</b> This policy was pulled out of the 5000 series queue in response to a question regarding a possible discount if a staff member does not live in town and sends more than one child to attend Newtown Public Schools. The tuition for the first child is 25% of the regular yearly tuition so D. Cruson suggested that the second child be 15%. All committee members agreed and edits were made on Page P5118(c) in the first paragraph under the heading “Children of Staff not living in Newtown”. Make the third sentence (“Tuition for children of full-time non-resident staff members...”) a new paragraph and then add the following sentence: “<u>Staff enrolling more than one child in the District in a school year will pay a reduced rate of 15% of the regular yearly tuition for each additional child.</u>” R. Harriman-Stites asked that this policy, when edited, be moved forward to the BOE meeting in August for discussion and possible action in one meeting. J. McEvoy will get policy to K. June.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will make approved edits to this policy and then send to K. June for review by the Board of Education at their August 2018 meeting. If possible, the committee would like the BOE to take action on this policy in just one meeting.</li> </ul>

**UPDATE FROM THE SUPERINTENDENT**

L. Rodrigue told committee members that there is a need to have a policy on Armed School Security Officers (ASSO’s). She stated that while there are MOU’s in place for these officers, she will discuss with M. Pompano that there should be a policy that addresses them as well. D. Cruson stated that he is surprised that a policy is not mandated for ASSO’s. J. McEvoy will ask CAGE if they have such a policy and, if they don’t, she will ask Shipman and Goodwin for one.

R. Harriman-Stites asked J. McEvoy to cancel the July 11, 2108, July 25, 2018 and August 8, 2018 scheduled Policy Committee meetings. The next one will be held on August 29, 2018.

R. Harriman-Stites also discussed the fact that, even though it has been the practice to send policies that are in a queue forward to the Board of Education for review all at one time, she feels it would be better to send them five at a time. L. Rodrigue and D. Cruson agreed. R. Harriman-Stites asked that 5 policies from the Series 5000 queue be sent forward to the Board of Education at their September 2018 meeting.

**PUBLIC PARTICIPATION:**

None

A motion was made by R. Harriman-Stites to move Policy 5118 – Nonresident or Tuition Students - forward to the Board of Education for review at the Board of Education meeting to be held in August 2018.

D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to move Policy 5131.8 – Off School Grounds Misconduct and Policy 5123 – Promotion/Acceleration/Retention into the 5000 Series queue waiting for review by the Board of Education. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to postpone discussion/action on Policy 5141.21 – Administering Medication, Policy 5141.22 – Communicable/Infectious Disease, Policy 5141.231/4118.234 – Psychotropic Drug Use, Policy 5131.91 – Hazing, Policy 5131.3 – Student Driving/Parking, and current NPS Policy 3541.35 – Emergencies; Safety – Transportation/Procedures to be Followed in the Event of an Accident to a Bus. D. Cruson seconded. Motion was unanimously approved.

**UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING**

<b>Policy 5141.21 – Administering Medication</b>	<ul style="list-style-type: none"><li>• To be reviewed by committee as discussed</li></ul>
<b>Policy 5141.22 – Communicable/Infectious Disease</b>	<ul style="list-style-type: none"><li>• To be reviewed by committee as discussed</li></ul>
<b>Policy 5141.231/4118.234 – Psychotropic Drug Use</b>	<ul style="list-style-type: none"><li>• To be reviewed by committee as discussed</li></ul>

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

<b>Policy 5131.91 - Hazing</b>	<ul style="list-style-type: none"><li>• To be reviewed by committee as discussed</li></ul>
<b>Policy 5131.3 – Student Driving/Parking</b>	<ul style="list-style-type: none"><li>• To be reviewed by committee as discussed</li></ul>
<b>NPS Policy 3541.35 – Emergencies; Safety – Transportation/Procedures to be Followed in the Event of an Accident to a Bus</b>	<ul style="list-style-type: none"><li>• To be reviewed by committee as discussed</li></ul>

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by D. Cruson. All were in favor. Meeting was adjourned at 9:24 a.m.

Submitted: Rebekah Harriman-Stites, Policy Committee Chair