

**Attendance:**

Laura Roche, Board of Education, left at 5:30pm  
 Kathy Hamilton, Board of Education  
 David Freedman, Board of Education

Dr. Erardi, NPS Superintendent  
 Vincent Mustaro, CABE Policy Consultant

- **CALL TO ORDER**

The Board of Education policy committee meeting was called to order at 4:30 pm.

- **PUBLIC PARTICIPATION**

None

- **APPROVE MINUTES**

Motion made by Ms. Roche and second by Ms. Hamilton to approve the minutes of June 20, 2014. Mr. Freedman abstained. All in Favor.

- **COMMUNICATIONS/ANNOUNCEMENTS**

None

- **UNFINISHED BUSINESS**

None

- **NEW BUSINESS**

- **Review Series 0000 (Mission – Goals – Objectives) with CABE Representative** – Mr Mustaro reviewed the CABE policy process. *See Attachment A (CABE Handout.pdf).*

General comments:

- CABE will fully review the old policies and recommend to keep, revise or completely replace the them. There will be no need to go back and review the old policy book. When the full board adopts the new section, we will have to at the same time rescind the old policies. This will eliminate any confusion as to what policy is current.
- All modifications are to be made in red ink on a paper copy of the policy and the entire packet is to be returned to CABE for update. Unused policies should just be marked with a slash across the page(s). CABE will return the update for board approval in 2 weeks unless otherwise advised. The board will receive a copy of the new language with the old language marked with “strikethrough”, so that we can see the changes.
- The committee will receive a list of policies for each section. Mandated policies, as defined by statute, are “bolded”. Additionally, the list will show whether the policy is recommended or optional. One such example:

*Expulsion Policy – Mandated by Statute*  
*Search and Seizure – Recommended*

*Use of Drug Sniffing Dogs – Optional*

- It will be noted in the table of contents for each policy if a policy is mandated by a contractual obligation. All contracts should be forwarded to the CAFE policy group during this process.
  - Series 0000 – This section defines who we are as a school district, so items such as a vision statement and strategic plan may be included here. The process will start with series 0000 and move sequentially through to series 6000.
  - Series 4000 addresses policy for both certified and non-certified staff. Many of these policies are the same so there will be a notation in the upper right hand corner noting both policy numbers.
  - During the process, the committee will get electronic copies – Mr. Mustaro will forward us sections 0000 and 1000 to start. We will get a final printed and electronic copy after final board approvals. Policies will be cross-referenced to other applicable information. CAFE has a staffed attorney who reviews policy, however, in some cases we may choose to have the board attorney review.
- **PUBLIC PARTICIPATION** - No public participation.
  - **ADJOURNMENT**  
A motion by Mr. Freedman and second by Ms. Hamilton was made to adjourn the meeting at 5:45 pm. All in favor.

Submitted: Kathy Hamilton, Policy Committee Chair



## CUSTOMIZED POLICY SERVICE

Thank you for your interest in CABE's Policy Service programs. Since 1988, Policy Service has assisted school districts around the state with policy development through the following eight services:

1. Sample policies, regulations and bylaws upon request
2. Consultant Services
3. Policy Workshops
4. Policy Update Service Publication
5. Custom Policy Update Service
6. Connecticut Reference Manual (CORE)
7. Policy Audit Service
8. Customized Policy Service

### CUSTOMIZED POLICY SERVICE

The Customized Policy Service creates a policy manual tailored to the specific needs and priorities of the community as determined by the board of education. This service provides your district with the opportunity to overhaul, update, and revise your existing policy manual. You provide CABE with the:

- Existing board manual
- Selected board minutes (optional)
- Student, parent and faculty handbooks
- Negotiated contracts
- City/Town Charter (if Board actions are dictated by Charter)
- Other material which may have implicit or explicit policy information

#### The Customized Policy Service includes:

- A review and analysis of existing policies and regulations for relevancy and compliance with federal and state statutes and regulations and judicial decisions.
- Review of current contracts, student, parent and faculty handbooks for policy implications.
- Updates to existing policies.
- Legal referencing of policies to Connecticut and U.S. statutes, federal/state court decisions.
- Development of needed policies, regulations and bylaws.
- Codification of policies under the CABE Codification System.
- Printing of policies and arrangement in a codified manual.
- One copy of the manual on CD.

# THE POLICY REVIEW PROCESS

Congratulations on your decision to work with CABE's Policy Service on your customized policy project. We look forward to collaborating with you in the production of a manual which will be comprehensive, up-to-date and tailored to the needs of your district.

Now that the task of creating your custom manual has begun, we thought it might be helpful to review the process, and offer some suggestions for managing the project successfully.

## Steps in the Process

While not limited to the list below, the steps to complete your manual will follow this general plan:

Your District Will	Policy Service Will
gather existing school district materials as outlined in our agreement	review and edit these materials and develop <i>working drafts</i> for each Series
form a Policy Review Committee	send <i>working draft</i> to Policy Review Committee for review
review, edit and return <i>working draft</i> to <b>CABE</b>	incorporate changes from the returned <i>working draft</i> , send <i>revised draft</i> (Committee Approved Draft) for the full board to review
review and edit <i>revised draft</i> , vote on adoption of this <i>revised, committee approved, draft</i>	incorporate additional changes, adoption date, make copies and bind the finished manual

## Your District Provides CABE with:

Existing district policy manual; faculty, student and parent handbooks; personnel contracts (certified and non-certified); selected board minutes impacting policy decisions and any other documents which might include implicit or explicit policy, such as the town/city charter.

## STEP ONE: Editing Your Materials and Writing Drafts

After you supply us with materials outlined above, we will thoroughly examine them for existing policies and/or policy issues. From these we will develop drafts, adding new policies as appropriate. Each policy or regulation will include an annotation at the top of the page indicating whether it's an existing policy or sample material from CABE's extensive policy library.

Because receiving the entire manual at once can be rather intimidating, we will send you installments based upon on a numbering system, which ranges from Series 0000s through the 9000s. We usually send out the manual Series by Series. While waiting for the first Series, you have a chance to lay some groundwork for the second step in the process.

## **STEP TWO: Reviewing the Drafts**

The purpose of the review is to ensure that all policies are in keeping with the desires of the district. The drafts we send are not carved in stone: you may delete, revise, or add to them as desired. If you make changes or add new policies, we will analyze them for regulatory and legal compliance.

Remember, this step is more than a “read-through.” Reviewers should carefully analyze each policy for both content and clarity. Some questions to keep in mind are:

1. Do the policies in this draft accurately reflect the current practice of the district?
2. If not, should current practices be changed?
3. In the opinion of the Board, do any policies need to be revised, expanded, or simply deleted?
4. Do the added policies anticipate district needs?

Meeting and foreseeing the needs of your school district, and establishing standards for district operations—these are the goals of policy making.

Why you review is evident, but how you go about reviewing may not be as clear. We suggest the following steps:

### **1. Designate a Project Manager**

Before you begin, you may wish to wish to designate a “Project Manager,” one person who will coordinate the entire review process. In our experience the Superintendent or an Assistant Superintendent has taken on this duty.

The Project Manager should first establish a timeline and then set deadlines for reviewing drafts, which are consistent with the timeline. He or she should then read through the drafts with committee members (described below), and encourage them to stick to the deadlines. Once an installment has been reviewed, the manager will return it in time for us to incorporate any changes, and consult with us either in person or by phone, as appropriate.

### **2. Establish Policy Review Committee**

In order to review more efficiently, we suggest that you set up a Policy Review Committee. This committee should be composed of the Superintendent or his/her designee, board members and administrators. Board members should be involved from start to finish, since they will be responsible for adopting the policies under consideration. Committee members may vary depending upon the Series being reviewed, the individual’s specialty, and the size of your district. Committee size should not exceed five to seven members.

Members of the Policy Review Committee should read the material provided by CAFE prior to the Policy Review Committee meeting, taking note of any areas of concern. At the committee meeting, members discuss these policies, and edit the draft provided by CAFE as needed. Multiple committees can also be formed to review parts of the Series. They can cover a lot of ground quickly, especially in a large district. Sub-committee managers may supervise policies directly related to their position (see chart). Their input will allow Board members to foresee how policies will affect the entire district. To ensure that all sub-committees follow the same timeline, these managers should report directly to the Project Manager about their progress.

Whether one or several, committee size(s) should be limited to five to seven members. A small committee can work efficiently and give concise reports on its progress.

### **STEP THREE: Approval and Adoption**

Once a Series has been reviewed by the committee(s), the Project Manager will then return the working draft to **CABE**. The annotations at the top of the pages will be revised as needed and changes suggested by the Policy Review Committee will be incorporated into a second draft, with the additional annotation that this draft has been reviewed by the Policy Review Committee. After the changes have been incorporated, the revised Series will be mailed to the district. This revised draft, known as the "Committee Approved Draft," must be presented to the entire Board for its consideration and adoption. The Board should then decide whether any additional changes are necessary, pencil them in and then adopt the Series.

**CABE** will then make any final suggested changes, eliminate the notations at the top and bottom of the material, and incorporate the adoption or approval date. The material is then printed by CABE. Policies are printed on blue paper and regulations are printed on yellow paper.

Having an established review procedure will produce long-term benefits for your board. Whether you update existing policies or draft your own, this experience will guarantee thoughtful editing and save hours of preparation time.

We hope these suggestions will prove helpful, and we would be happy to answer any questions you may have as we work with you to develop your custom policy manual. The following chart is an example of a plan developed by a district that used multiple committees to review installments.

#### **Example:**

<b>Project Manager: Assistant Superintendent</b>		
<b>Section</b>	<b>Staff Assigned</b>	<b>Board Members</b>
0000 - Philosophy	Assistant Superintendent	J. Smith; A. Morse
1000 - Community Relations	Coordinator of Community Relations	M. Berger; P. Samson
2000 - Administration	Superintendent	T. Theroux
3000 - Business	Business Manager	S. Brown
4000 - Personnel	Director of Personnel	A. Fenton
5000 - Students	Guidance Counselor	P. Hoffman
6000 - Instruction	Director of Instruction	S. Brown; E. Mueller
7000 - Construction	Business Manager	E. Mueller; P. Samson
9000 - Bylaws	Director of Personnel	T. Theroux

**CABE** reviews all material, looks for implicit policy statements, and codifies material into appropriate sections.



<b>Series 0000</b>	<b>(Mission/Goals/Objectives)</b>
<b>Series 1000</b>	<b>(Community Relations)</b>
<b>Series 2000</b>	<b>(Administration)</b>
<b>Series 3000</b>	<b>(Business/Non-Instruction Operations)</b>
<b>Series 4000</b>	<b>(Personnel)</b>
<b>Series 5000</b>	<b>(Students)</b>
<b>Series 6000</b>	<b>(Instruction)</b>
<b>Series 7000</b>	<b>(New Construction)</b>
<b>Series 9000</b>	<b>(Bylaws of the Board)</b>

---

**STEPS TO FOLLOW IN THE PROCESS:**

- FIRST:** Policy Review Committee:
- Reads Draft
  - Suggests changes
  - Decides what to recommend to entire Board for adoption/approval
- SECOND:** **CABE** makes the changes suggested by the Policy Review Committee
- THIRD:** **CABE** sends an annotated copy back to the Superintendent or designee in charge of the project
- FOURTH:** Board of Education reviews the Committee Approved draft:
- Makes changes if necessary
  - Adopts the Series
  - Sends material back to CABE for final printing
- FIFTH:** **CABE** makes changes pursuant to Board and incorporates an adoption date for the third and final draft
- SIXTH:** **CABE** returns the adopted series to district for inclusion in the Policies, Regulations and Bylaws Manual

***“TEAMWORK  
is the key to  
the door of  
SUCCESS”***

(Repeat steps with each series until process is complete)

**TENTATIVE ORDER**  
**FOR THE DEVELOPMENT OF THE POLICY MANUAL**

The following is a tentative order for the development of the policy manual. If there is a section of the manual which needs to be addressed sooner, please indicate this by renumbering the items listed below:

- 1. Bylaws (Series 9000) - Complete
- 2. Mission/Goals/Philosophy (Series 0000)
- 3. Community Relations (Series 1000)
- 4. Administration (Series 2000)
- 5. Business and Non-Instructional Operations (Series 3000)
- 6. Personnel-Certified/Non-Certified/Non-Union (Series 4000)
- 7. Students (Series 5000)
- 8. Instruction (Series 6000)
- 9. Construction (Series 7000)