

**BOE Policy Committee Minutes  
3 Primrose Street, Newtown, CT  
November 29, 2017**

Meeting was called to order at 8:03 a.m.

**IN ATTENDANCE:** Michelle Embree Ku, Rebekah Harriman-Stites, Lorrie Rodrigue, and David Roach (8:00 am – 9:15 am)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** M. Ku made a motion to approve the minutes of November 15, 2017.

R. Harriman-Stites seconded. Minutes were unanimously approved.

**UNFINISHED OLD BUSINESS**

<b>Action</b>	<b>Follow-up</b>
<p><b>Policy 5125 – Student Records: Confidentiality –</b> L. Rodrigue provided the committee with a new handout from C. Amodeo with more edits to Policy 5125 - “CABE’s revised mandated policy to consider”. L. Rodrigue told the committee that C. Amodeo carefully cross-referenced the policy and regulation definitions, and that this was the final suggested version of Policy 5125. The committee agreed with the policy edits in the final version but asked that C. Amodeo come to the next policy meeting to discuss the regulation. R. Harriman-Stites stated that C. Amodeo should get the questions she noted (on her Policy 5125 regulation edits given out at the meeting) answered by D. Petersen before that meeting. J. McEvoy will update “CABE’s revised mandated policy to consider” with approved edits and invite C. Amodeo to attend the next policy meeting.</p>	<p>• <b>Policy 5125 Student Records: Confidentiality -</b> J. McEvoy will update “CABE’s revised mandated policy to consider” as per C. Amodeo’s final suggested version of Policy 5125 and invite her to the next policy meeting to review the suggested revisions to the regulation.</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 addresses the “parents, guardians and care-givers of all students”. L. Rodrigue suggested that there be a general Parent and Family Engagement Policy for all students with a section for Title I students. She checked with D. Petersen and she said that there are no set meetings for Title I parents. Staff who are working with Title I students are totally involved in giving those parents instruction on what is needed. However</p>	<p>• <b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students –</b> L. Rodrigue to check with R. Mills regarding legal compliance for Policy 6172.4. J. McEvoy to ask if CABE has any policies on general parent involvement. Discussion to continue on this policy.</p>
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**Policy 6172.4 (continued) -**

L. Rodrigue stated that she would check with R. Mills about the specific requirements for meeting with Title I parents. (L. Rodrigue checked with 3 administrators in other districts regarding Title I meetings and they don't do separate meetings.) Our report indicates that all Title I students are currently in the middle school. However R. Harriman-Stites noted that it might be that there are Title I students at other NPS schools but the number is under a threshold so not being reported. L. Rodrigue agreed that this could be the case. Title I doesn't technically fall under Special Ed, however, a significant number of our Title I students do have identified learning disabilities. Michelle Ku stated that we need to be diligent in making sure Title I parents and students are getting what they need. L. Rodrigue will check with R. Mills as soon as possible regarding compliance and J. McEvoy will ask CAFE if they have a policy on general parent involvement.

**Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities** – L. Rodrigue gave the committee M. Memoli's revised Student Athletic Code of Conduct that is to be used for the 5114.21 regulation. R. Harriman-Stites noted that this regulation is written for athletes and the policy is directed at all extracurricular activities. She stated that this regulation needs to be adapted so that it is written for all students, not just athletes. M. Ku agreed and feels parents with students in other extracurricular activities may ask "Why is my student not being held to a higher standard like an athlete is?" "Possibly leave the athletic code of conduct and add a general paragraph for other extracurricular activities?" M. Ku likes the statement in the Student Athletic Code of Conduct, "Participation on a Newtown High School Athletic Team is a privilege and not a right." R. Harriman-Stites stated that a definition of an extracurricular activity is needed. L. Rodrigue said that she and D. Roach would come up with that definition and revise the regulation accordingly.

• **Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities** – L. Rodrigue and D. Roach to come up with a definition of an extracurricular activity and revise the regulation to include all extracurricular activities, not just athletics.

**UNFINISHED NEW BUSINESS**

<b>Action</b>	<b>Follow-up</b>
<p><b>Policy 3541 – Transportation</b> - L. Rodrigue met with T. Einhorn and they came up with the proposed language on student walkers to be added to Policy 3541, as well as a Waiver Form that needs to be signed by parents. L. Rodrigue then sent this to R. Mills for review. R. Mills would like to review it again but L. Rodrigue gave the committee the current proposal for review. R. Harriman-Stites stated that she loved it and asked if C. Moretti was okay with it?</p> <p>L. Rodrigue said that C. Moretti had input and was definitely good with it. R. Harriman-Stites asked if this was for the high school students as well? L. Rodrigue said that it was for K-8 only. The committee unanimously agreed to add “– Grades K-8” after the proposed “Student Walkers” heading. Also to add to the first sentence so it reads, “All Newtown students <i>in Grades K-8</i> who are ...”. Then, in the beginning of the second paragraph on page P3541(a), it was suggested to add “<i>When applicable</i>” (the following provisions shall apply...) to allow for when there are no longer shuttle buses. Or alternatively, add “<i>if applicable</i>” after “shuttle bus” in the first sentence of the second paragraph. The committee decided to ask R. Mills what would be best when he reviews it again with L. Rodrigue after the policy meeting. R. Harriman-Stites stated that this policy should be on the agenda for the next Board of Education meeting. M Ku approved that Policy 3541 – Transportation – with agreed upon edits and R. Mills final recommendation, go forward to the BOE for review. (She also noted that if R. Mills had significant changes, the policy should be returned to the subcommittee for further review.)</p>	<ul style="list-style-type: none"> <li>• <b>Policy 3541 – Transportation</b> - Approved to move forward to the BOE for review when updated with agreed upon edits and final review and approval by R. Mills.</li> </ul>
<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.</p>	<ul style="list-style-type: none"> <li>• <b>Proposed Policy Committee Meeting Dates for 2018</b> – Postponed until the next policy committee meeting.</li> </ul>

<p><b>Policy 5121.2 – Honor Roll</b> – L. Rodrigue gave the committee the language from the Newtown High School and Newtown Middle School Student Handbooks as regards the honor roll. The committee liked CABE’s “Another version to consider” and revised it as follows: Keep the first paragraph as is and delete the second paragraph sentence that begins, “To be eligible for...”. Then delete what follows listed for High School and Middle School honors and add in the language that is in the NHS Student Handbook and the NMS Student Handbook as regards the honor roll. Next delete the sentence, “A ‘major subject’ is a course that meets five times a week.” Leave in the last sentence that begins with “Publication of the “Honor Roll” will conform...”. Following that, delete everything but “(cf. 5125 – Student Records/Confidentiality)” and (cf.) 5145.15 – Directory Information). Policy 5121.2 approved, with agreed upon edits, to go into the queue with the rest of the 5000 policy series waiting to go forward to the BOE for review.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5121.2 – Honor Roll</b> – Approved, with agreed upon edits, to go into the queue with the rest of the 5000 policy series waiting to go forward to the BOE for review.</li> </ul>
<p><b>P6172.6 – CABE’s Distance Education – Virtual/Online Courses</b> – L. Rodrigue told the committee that she is still searching for what she and Cathy Ostar wrote (and Dr. Erardi was waiting to send forward). However she stated that she prefers CABE’s “A revised optional sample policy to consider”, and especially the last paragraph on page P6172.6(a) with the drop-out rate piece – would change from 8% to 5%. The committee decided that, if possible, they need to look at L. Rodrigue’s policy. D. Roach and L. Rodrigue will check the computer at the high school for this information. Discussion on this policy will be continued at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> <li>• <b>P6172.6 – CABE’s Distance Education – Virtual Online Courses</b> – D. Roach and L. Rodrigue will check the computer at the high school for previously written policy. Discussion to continue at an upcoming policy meeting.</li> </ul>

**NEW BUSINESS**

<b>Action</b>	<b>Follow-up</b>
<p><b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – M. Ku reviewed and has some reservations...is it overreaching? R. Harriman-Stites stated that she liked #3 on page 1 of CABE update dated 11/10/17. It reads, “Direct complaints or concerns presented online from other individuals to the appropriate administrator.” She feels that this needs to be part of the policy. L. Rodrigue pointed out that she liked #4 on that page, “Avoid</p>	<ul style="list-style-type: none"> <li>• <b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – The committee members would like to continue the discussion on this bylaw at an upcoming meeting. J. McEvoy will add edits to the Bylaw and M. Ku will compose a draft item for BOE members regarding not being able to block people from commenting on their page.</li> </ul>

**New Bylaw 9327.1 – Board Member Use of Social Media (continued) -**

posting content that indicated the reaching of an opinion on pending matters.” She feels that this is a good foundation for the building of a culture. On page 9327.1b of “Suggested bylaw to consider” under “Compliance with the Freedom of Information Act (continued)”, delete the first paragraph and “OR”. On that same page, delete the “Social Networking Websites” heading and paragraph. In the last paragraph, the sentence should read “Board members will recognize that authority rests with the Board of Education and will make no personal promises on social media sites. Delete the rest of the sentence beginning with “nor take any”. On page 9327.1(c) #8, delete “Conduct himself/herself online in a manner that reflects well on the District.” Then start sentence with “Avoid posting information...”.

The committee members decided that they would like to think about this policy more and may include the Appendix – Social Media Etiquette. M. Ku to create a draft item for BOE members regarding not being able to block people from commenting on their page.

**Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12 -**

M. Ku recommends “A revised sample policy to consider” and committee members agree. On page P5122(a) under “Assigning Students To a Teacher and Classes in Grades K-12”, the first sentence should read, “Each Building Principal and/or appropriate staff will have the...” Then delete the last two sentences and add the following sentence (taken from “Another version of this policy to consider”): “Even when parent input is requested, final decisions are made by school staff.” Before the next paragraph, add in “**Transfers**” as a heading.

On the same page, under Grades 9 – 12, Transfer from an Accredited School, delete the first sentence and start with “A student transferring from an accredited school (then delete “Student” in the 2<sup>nd</sup> sentence and continue) must complete all Newtown High School graduation requirements...” (and continue as written). In the last sentence of the last paragraph under “Transfer from a Non-accredited School (including Home Schooling), L. Rodrigue needs to check this to see if this entire sentence should be removed. It starts with “Ordinarily, students from non-accredited...” J. McEvoy will make approved edits and discussion on this policy will continue at an upcoming policy meeting.

• **Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12 –** L. Rodrigue to check to see if the last sentence on page P5122(a) should be removed. J. McEvoy will make approved edits and discussion on this policy will continue at an upcoming policy meeting.

**UPDATE FROM THE SUPERINTENDENT**

None at this time.

A motion was made by M. Ku to forward Policy and Regulation 3541 – Transportation, with approved edits, to the Board of Education for review; and to forward Policy 5121.2 – Honor Roll, with approved edits, to the Board of Education for review with the other 5000 series policies that are “in the queue” to send to CABE. R. Harriman-Stites seconded. Motion was unanimously approved.

A motion was made by M. Ku to postpone discussion/action on Policies 5125 - Student Records: Confidentiality, 6172.4 - Parent and Family Engagement Policy for Title I Students, Regulation 5114.21 – Conduct Code for Participation in Extracurricular Activities, 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, 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 BUSINESS - DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING:**

<p><b>Policy 5125 – Student Records: Confidentiality</b> – Discussion will continue on the suggested revisions to Policy 5125 regulation.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5125 – Student Records: Confidentiality</b> C. Amodeo invited to the next policy meeting to review the suggested revisions to the regulation.</li> </ul>
<p><b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students</b> – Discussion will continue on this policy after legal input from R. Mills and with review of any CABE policies on general parent involvement.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students</b> - Feedback from L. Rodrigue regarding legal compliance for Policy 6172.4 and review of any policies on general parent involvement from CABE. Discussion to continue on this policy.</li> </ul>
<p><b>Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities</b> – L. Rodrigue and D. Roach will bring back a revised regulation that includes all extracurricular activities to the committee.</p>	<ul style="list-style-type: none"> <li>• <b>Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities</b> – L. Rodrigue and D. Roach to revise the regulation to include all extracurricular activities, not just athletics, as well as come up with a definition of an extracurricular activity.</li> </ul>

**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.</p>	<ul style="list-style-type: none"> <li>• <b>Proposed Policy Committee Meeting Dates for 2018</b> – Discussion on proposed policy committee meeting dates for 2018 postponed until new members of the BOE are in office and policy committee membership is decided.</li> </ul>
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<b>P6172.6 – CABE’s Distance Education – Virtual/Online Courses</b> – Discussion to continue at an upcoming policy meeting.	<ul style="list-style-type: none"> <li>• <b>P6172.6 – CABE’s Distance Education – Virtual/Online Courses</b> - D. Roach and L. Rodrigue will check the computer at the high school for previously written policy. Discussion to continue at an upcoming policy meeting.</li> </ul>
<b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – Committee members to continue review and discussion on this bylaw with approved edits.	<ul style="list-style-type: none"> <li>• <b>New Bylaw 9327.1 – Board Member Use of Social Media</b> – J. McEvoy will add approved edits to the bylaw and discussion will continue on this.</li> </ul>
<b>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12</b> – Input from L. Rodrigue on whether the last sentence should be removed on page P5122(a). Discussion to then continue on this policy.	<ul style="list-style-type: none"> <li>• <b>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12</b> – L. Rodrigue to check to see if the last sentence on page P5122(a) should be removed. Discussion on this policy will continue at an upcoming policy meeting.</li> </ul>
<b>Policy 5122.1 – Choice of Studies/Academic Load</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5122.2 – Pupil Placement Team</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5122.3 – Assignment of Former Home-School Students to Classes</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5122.4 – Staff Teaching Servicing His/Her Own Child</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5123 – Promotion/Retention – NPS current policy 7-105</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5123.1 – Supervision Required for Schools Designated as Needing Improvement</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5123.2 – Summer Work for Credit</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5123.3 – Graduation Ceremonies</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5124.1 – District/School Report Cards</b>	<ul style="list-style-type: none"> <li>• Committee to review</li> </ul>
<b>Policy 5124.2 – Release of Report Cards</b>	<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 10:07 a.m.

Submitted: Michelle Ku, Policy Committee Chair