

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
March 30, 2017

Meeting was called to order at 8:30 a.m.

IN ATTENDANCE: Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Jean Evans Davila (8:30 am – 9:25 am), Mark Gerace (8:30 am – 9:25 am), Rebecca O’Brien - Whitsons Dietician (8:30 am – 9:25 am), Michelle Failla (8:30 am – 9:05 am), Doug Michlovitz (8:30 am – 9:05 am), Mark Pompano (9:25 am – 10:15 am)

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: M. Ku made a motion to approve the minutes of February 8, 2017, R. Harriman-Stites seconded. Minutes were unanimously approved.

UNFINISHED BUSINESS:

Action	Follow-up
<p>Policy 5141.25 – Life-Threatening Allergies and Glycogen Storage Disease Management (Food Allergy) – M. Ku introduce Michelle Failla, Doug Michlovitz and Mark Gerace all are part of the Aspiring Administrators group who formed a committee to work on the policy. Karen Dreger and Kelly Maclaren are also part of the group but could not attend the meeting. M. Ku thanked the group on drafting a policy for the district. The committee first looked at the recommendations from the State of Connecticut’s Task Force that was assembled to study Life-Threatening Food Allergies in the Schools which M. Ku co-chaired. The committee took the recommendations from the state that pertained to Newtown and incorporated them into a policy they liked from Fairfield and a regulation after Southington’s Plan. R. Harriman-Stites asked how the new policy is different from our current policy. M. Gerace said the new policy is more comprehensive. He also said the biggest change in the policy is the no food celebrations in the classrooms. The committee originally recommended no food celebrations for K-8 but after some discussion the decision was made to recommend no food celebrations in any classrooms. Each school will have certain rooms where food will be allowed. J. Erardi will bring the recommendation of no food celebrations to the Leadership Committee and come back to the committee with their thoughts.</p>	<ul style="list-style-type: none"> • J. Erardi will bring the recommendation of no food celebrations to the Leadership Committee and come back to the committee with their thoughts. • M. Reilly will ask Southington Public Schools for an electronic version of their Allergy Plan.

<p>Policy 6142.101 – Student Nutrition and Physical Activity (School Wellness Policy) – M. Gerace informed the committee that he and R. O’Brien, Dietician at Whitsons, met to make sure the required information is included in the policy. A discussion took place regarding the National School Lunch Program and whether we participate in the program or just follow the guidelines for K-8. M. Reilly will find out from R. Bienkowski if we participate in the National School Lunch Program or following the guidelines for K-8. M. Gerace will work with the District Wellness Committee to come up with a draft policy for the Policy Committee.</p>	<ul style="list-style-type: none"> • M. Gerace will meet with the District Wellness Committee to come up with a draft policy for the Policy Committee. • M. Reilly will find out from R. Bienkowski if we participate in the National School Lunch Program or following the guidelines for K-8.
<p>Policy 5131.911/5131.914 - School Climate Policy – J. Erardi informed the committee that per the BOE attorney the bullying policy can be a standalone policy and the School Climate Plan has to be posted on our website. M. Reilly reported that K. Snowden brought the two school climate policies to a Safe School Climate Meeting to have the policies endorsed by the committee and have the high school representatives review the teen dating violence section of the policy. K. Snowden will come to our next policy meeting and report back on the Safe School Climate Committee’s recommendation.</p>	<ul style="list-style-type: none"> • K. Snowden will come to the next policy meeting and report back on the Safe School Climate Committee’s recommendation of the policies. • K. Snowden will come to the next policy meeting with the recommendation of the high school representatives on the teen dating violence section of the policy. • 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.
<p>Policy 5141.213 – Opioid Overdose Prevention (Emergency Administration of Naloxone) - M. Pompano told the committee he is in agreement with having a policy but feels like the policy should be reviewed with Anne Dalton, the Nurse Supervisor for the district. M. Reilly informed the committee that she had forwarded a copy of the policy to A. Dalton for her review and was informed by Anne that the district nurses were being trained in Narcan (Naloxone) administration on April 3rd and she was hoping to get a free Narcan supply. The committee agreed they would like to see a Narcan supply in both the High School and the Middle School. M. Reilly informed the committee that the SRO does not carry Naloxone. The shift supervisor for the Police Department will have a supply. The committee feels they will need a policy along with the separate nursing protocols that are required by the Nurse Supervisor.</p>	<ul style="list-style-type: none"> • M. Reilly will invite A. Dalton to an upcoming meeting to discuss the policy.

Policy 5118 – Nonresident or Tuition Students – M. Pompano agreed with the committee that we should use our current policy presently number 7-106 along with some of the information in the sample policy that was provided by CABE. The following sections from the sample policy will be moved to our current policy: Definition, Evidence of Residency, Removal of Nonresident Students from District Schools, and Board of Education Hearing. The committee revised the wording regarding students who are seniors in the district receiving a tuition waiver. They added the word “signed” bonafide construction contract. Cultural Homestay International was added as a sponsor for foreign exchange students. The committee agreed to remove the section of the policy on Immigration Compliance and added the Intermediate School as one of the schools children could be assigned to attend. Our current residency forms will be used as the regulation. The committee agreed to forward our currently policy presently number 7-106 with the agreed upon changes to the Board of Education for approval with the 5000 series policies.

- The policy will be included with the 5000 series policies when the group is moved to the Board of Education.

NEW BUSINESS:

Policy 3517 – Security of Buildings and Grounds – The committee discussed after school hours security fees of the buildings and grounds. J. Erardi asked M. Pompano to review security fees with the Administrators at their team meeting and with the PTA at the PTA Presidents Meeting. R. Harriman-Stites will join M. Pompano at the PTA Presidents Meeting. M. Pompano suggested and the committee agreed to add language to the policy regarding doors remaining locked at all times. The committee agreed to forward “a new policy to consider” with the agreed upon changes to the Board of Education for approval.

- The policy will be moved to the Board of Education for approval.
- M. Pompano will attend the Administrator’s Team Meeting to discuss security fees.
- M. Pompano and R. Harriman-Stites will attend the PTA Presidents Meeting to discuss security fees.

A motion was made by M. Ku to forward policy 3517 with recommended changes to the Board of Education for review and policy 5118 with the recommended changes when the 5000 series group of policies is moved to the Board of Education for review. R. Harriman-Stites seconded. Motion was approved.

A motion was made by M. Ku to postpone discussion on all policies listed under Unfinished Business and Unfinished New Business. R. Harriman-Stites seconded. Motion approved.

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

Policy 5113.2 – Truancy – Review regulation for changes.	<ul style="list-style-type: none"> • J. Erardi will meet with L. Rodrigue to discuss the Administrative Responsibilities and Method of Reporting.
Policy 5114 – Suspension/Expulsion: Student Due Process – Review revised policy for changes and in conjunction with Policy 5131 and 5144.	<ul style="list-style-type: none"> • J. Erardi will review policy with L. Rodrigue.
Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities – Review for changes.	<ul style="list-style-type: none"> • J. Erardi will meet with L. Rodrigue and M. Memoli and bring back policy suggestions to the committee.
Policy 3230.1 – Federal Grants and Awards Administration (Federal Fiscal Compliance) – Review for changes	<ul style="list-style-type: none"> • M. Reilly will invite R. Bienkowski to an upcoming meeting to discuss policy update from CABE.
Policy 3281.2 – Online Fundraising Campaigns – Crowdfunding – Review for changes.	<ul style="list-style-type: none"> • M. Reilly will invite R. Bienkowski to an upcoming meeting to discuss policy update from CABE.
Policy 3280 – Gifts, Grants and Bequests – Review for changes.	<ul style="list-style-type: none"> • M. Reilly will invite R. Bienkowski to an upcoming meeting to discuss policy update from CABE.
Policy 5118.3 – Children in Foster Care – Review for changes.	<ul style="list-style-type: none"> • M. Reilly will invite R. Bienkowski and D. Petersen to an upcoming meeting to discuss policy update from CABE.

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

Policy 3542.43 – Food Services Charging Policy – review revised mandated policy and administrative regulation to consider.	<ul style="list-style-type: none"> • Review update from CABE.
Policy 4112.52/4212.52 – Criminal History Record Information (CHRI) – review new and recommended policy and administrative regulation. This policy or Policy 4112.2/4212.5 fulfills the FBI mandate.	<ul style="list-style-type: none"> • Review update from CABE.
Policy 4112.5/4212.5 – Security Check/ Fingerprinting - review new and recommended policy and administrative regulation. This policy or Policy 4112.52/4212.52 fulfills the FBI mandate.	<ul style="list-style-type: none"> • Review update from CABE.
Policy 5141.251 – Accommodating Students with Special Dietary Needs – review new policy, administrative regulation and forms. Policy is not required.	<ul style="list-style-type: none"> • Review update from CABE.
Policy 6172 – Alternative Education Program – review revised policy and new administrative regulation. Policy is mandated if district has an alternate program.	<ul style="list-style-type: none"> • Review update from CABE.
Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – review required updated policy and School-Parent Compact.	<ul style="list-style-type: none"> • Review update from CABE.
Policy 5131 – Conduct and Discipline	<ul style="list-style-type: none"> • Review in conjunction with Policy 5114 and 5144.
Policy 5144 – Discipline	<ul style="list-style-type: none"> • Review in conjunction with Policy 5114 and 5131.
Policy 5119 – Transfers; Withdrawals	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.

Policy 5120 – Progress/Records	• R. Harriman-Stites will lead discussion.
Policy 5121 – Examination/Grading/Rating	• R. Harriman-Stites will lead discussion.
Policy 5121.1 – High School Mid-Year and Final Examinations	• R. Harriman-Stites will lead discussion.
Policy 5121.2 – Honor Roll	• R. Harriman-Stites will lead discussion.
Policy 5121.3 – Academic Dishonesty/Plagiarism (Cheating)	• R. Harriman-Stites will lead discussion.
Policy 5122 – Assignment to Teachers and Classes	• R. Harriman-Stites will lead discussion.
Policy 5122.1 – Choices of Studies/Academic Load	• R. Harriman-Stites will lead discussion.
Policy 5122.2 – Pupil Placement Team	• R. Harriman-Stites will lead discussion.
Policy 5122.3 Assignment of Former Home-Schooled Students to Classes	• R. Harriman-Stites will lead discussion.
Policy 5122.4 – Staff Teaching Servicing His/Her Own Child	• R. Harriman-Stites will lead discussion.
Policy 5123 – Promotion/Retention	• R. Harriman-Stites will lead discussion.
Policy 5123.1 – Supervision Required for Schools Designated as Needing Improvement	• R. Harriman-Stites will lead discussion.
Policy 5123.2 – Summer School Work for Credit	• R. Harriman-Stites will lead discussion.
Policy 5123.3 – Graduation Ceremonies	• R. Harriman-Stites will lead discussion.
Policy 5124 – Reporting to Parents	• R. Harriman-Stites will lead discussion.
Policy 5124.1 – District/School Report Cards	• R. Harriman-Stites will lead discussion.
Policy 5124.2 – Release of Report Cards	• R. Harriman-Stites will lead discussion.

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 10:18 a.m.

Submitted: Michelle Ku, Policy Committee Chair