

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
November 23, 2016

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

IN ATTENDANCE: Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Lorrie Rodrigue, Keri Snowden (8:00 a.m. to 9:00 a.m.), Matt Memoli (8:00 a.m. – 8:40 a.m.), Carmella Amodeo (9:10 a.m. – 10:00 a.m.)

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: M. Ku made a motion to approve the minutes of November 9, 2016, R. Harriman-Stites seconded. Minutes were unanimously approved.

UNFINISHED BUSINESS:

Action	Follow-up
<p>Policy 1314/1324 – Fund-Raising and Solicitation – M. Memoli told the committee that he meets with all the coaches and goes over the current policy so fundraising expectations are clear. A discussion took place regarding what fully-funded means. J. Erardi, L. Rodrigue and M. Memoli will meet and come up with policy suggestions for the committee. M. Reilly will see if CAFE has a sample policy and will forward M. Memoli and L. Rodrigue a copy of the sample policy M. Ku found on a school district in Nebraska.</p>	<ul style="list-style-type: none"> • J. Erardi, L. Rodrigue and M. Memoli will meet and come up with policy suggestions for the committee. • M. Reilly will ask CAFE for a sample policy. • M. Reilly will forward M. Memoli and L. Rodrigue a copy of a Nebraska school district’s policy.
<p>Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues – C. Amodeo suggested the committee make a few revisions to the draft policy. The word “suspicion” of a breach of security rather than just notice of a breach was added to the policy. The committee added “consultant” to one of the words under the definitions. It was agreed upon to forward to the Board of Education the edited version of the policy provided by CAFE labeled “a new policy to consider, replacing the previous version in order to comply with new legislation, PA 16-189” for approval.</p>	<ul style="list-style-type: none"> • The policy will be included with the 3000 series policies when the group is moved to the Board of Education.

<p>Policy 5118.1 – Homeless Students – The committee agreed to cross off the word trailer park from the policy and forward “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 with agreed upon changes, to the Board of Education for approval.</p>	<ul style="list-style-type: none"> • The policy will be included with the 5000 series policies when the group is moved to the Board of Education.
<p>Policy 5131.7 – Weapons and Dangerous Instruments – M. Pompano cross-referenced this policy with Policy 1700 – Otherwise Lawful Possession of Firearms on School Property. He suggested we leave Policy 1700 as it is now and that Policy 5131.7 is appropriate as written. M. Reilly contacted CABE to see what is required in the policy. CABE suggested we use the policy as written. The committee agreed to use the alternate language but move it to the second paragraph. They also decided to cross off the optional language to consider since it was similar to the language in Policy 1700. The committee agreed to forward the revised “mandated policy to consider” and “a regulation from Killingly to consider/modify” with agreed upon changes, to the Board of Education for approval.</p>	<ul style="list-style-type: none"> • The policy will be included with the 5000 series policies when the group is moved to the Board of Education.
<p>Policy 5131.914 - Model School Climate Policy and Policy 5131.911- Model Annual Bullying Notice – K. Snowden informed the committee that she reviewed all four policy options with the school representatives of Safe School Climate Committee. She said she also spoke with Jo Anne Freiberg at the State. J. Freiberg suggested we take a look at Westbrook’s policy. K. Snowden said Westbrook’s policy and CABE’s policy are very similar. The committee agreed to model our policy after Westbrook’s policy. K. Snowden will work with some of the Safe School Climate Committee and come back to the Policy Committee with a sample policy for their review.</p>	<ul style="list-style-type: none"> • K. Snowden will work with some of the Safe School Climate Committee and come back to the Policy Committee with a sample policy for their review. • 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 5144.1 – Physical Restraint/Seclusion – The committee agreed to recommend replacing our current policy presently numbered 7-400 – Physical Restraint(s)/Seclusion with “a new policy to consider” along with the “administrative regulation for consideration” that were provided by CABE with agreed upon changes, to the Board of Education for approval.</p>	<ul style="list-style-type: none"> • The policy will be included with the 5000 series policies when the group is moved to the Board of Education.

NEW BUSINESS:

<p>Review 2017 Policy Sub-Committee Meeting dates – The committee agreed upon the 2017 meeting dates. M. Reilly will forward the list of dates to the Town Clerk’s Office for posting.</p>	<ul style="list-style-type: none">• M. Reilly will forward the list of agreed upon meeting dates for the Policy Sub-Committee to the Town Clerk’s Office for posting.
<p>Policy 3520.12 – Data-Based Information Management System – C. Amodeo reviewed the “opt-out” section of the policy in regards to the PTA Directory. The committee agreed to add the Director or Technology or his or her designee to the list of employees that have a “legitimate educational interest” in the confidential information. The committee agreed to forward with the agreed upon edits “an optional sample policy to consider” provided by CABA to the Board of Education for approval.</p>	<ul style="list-style-type: none">• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.
<p>Policy 5114.2 – Suspension from Interscholastic Athletics – M. Memoli reviewed the policy with the committee. The information in this policy is addressed in other policies. The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none">• No further action required.
<p>Policy 5114.21 – Conduct Code for Participation of Extracurricular Activities – M. Memoli shared what is currently used for the Code of Conduct for athletics. A discussion took place regarding hazing. K. Snowden agreed to compare this policy with the Safe School Climate policies she is working with in regards to hazing. M. Memoli will review the policy and regulation against the current Code of Conduct for athletics.</p>	<ul style="list-style-type: none">• K. Snowden will review the policy and regulation against the Safe School Climate policies she is working with in regards to hazing.• M. Reilly will forward K. Snowden a copy of Policy 5114.21.• M. Memoli will review the policy and regulation against our current Code of Conduct for athletics.
<p>Policy 5145.14 – On-Campus Recruitment – The committee agreed to use the policy provided by CABA labeled “a policy is required concerning on-campus recruitment” They added a sentence to the policy saying parents must opt out annually in writing. They agreed to remove charter schools from the policy and agreed to remove the word attendance from inter-district student programs. M. Reilly will forward the draft policy to L. Rodrigue and T. Einhorn to see if we need a regulation.</p>	<ul style="list-style-type: none">• M. Reilly will forward a copy of the draft policy to L. Rodrigue and T. Einhorn to see if we need a regulation.
<p>Policy 5145.15 – Directory Information - The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none">• No further action required.

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

Action	Follow-up
Policy 5111.1 – Foreign Exchange Students	<ul style="list-style-type: none"> • M. Reilly will forward the committee a copy of our current policy 7-106.

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

Nalaxone use in the School Setting	<ul style="list-style-type: none"> • Review update from CABE.
Policy 5113.1 – Work Permits	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5113.11 – School Employment	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5113.12 - Outside Employment of Students	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5113.13 – Work–Study Student Employment	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5113.14 – Senior Privileges	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5114.1 – Suspension from Athletic/Co-Curricular and Extra –Curricular Activities	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5114.12 – Student Handbooks	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5115 - Attendance Records; Registers	<ul style="list-style-type: none"> • J. Erardi will lead discussion.
Policy 5116 – School Census	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117 – School Attendance Areas	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117.1 – Intra-district Choice/Open Enrollment	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117.11 – Enrollment Distribution Among Schools	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117.2 – Intra-district Choice	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117.21 – Unsafe School Choice Options	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117.3 – New Housing	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5117.4 – Intra-district Transfer Students	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5118 – Nonresident Attendance	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5118.11 – Correctional School District Students	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5118.111 – Tuition for Faculty Children	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5118.2 – Educational Opportunities for Military Children	<ul style="list-style-type: none"> • M. Ku will lead discussion.
Policy 5119 – Transfers; Withdrawals	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5120 – Progress/Records	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5121 – Examination/Grading/Rating	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5121.1 – High School Mid-Year and Final Examinations	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5121.2 – Honor Roll	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5121.3 – Academic Dishonesty/Plagiarism (Cheating)	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5122 – Assignment to Teachers and Classes	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5122.1 – Choices of Studies/Academic Load	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5121.2 – Pupil Placement Team	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.
Policy 5121.3 Assignment of Former Home-Schooled Students to Classes	<ul style="list-style-type: none"> • R. Harriman-Stites will lead discussion.

Policy 5121.4 – 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.

A motion was made by M. Ku to forward policies 3520.12 and 3520.13 with the recommended changes when the 3000 series group of policies is moved to the Board of Education for review and policies 5118.1, 5131.7 and 5144.1 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.

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 10:08 a.m.

Submitted: Michelle Ku, Policy Committee Chair