

**BOE Policy Committee Minutes**  
**3 Primrose Place, Newtown, CT**  
**May 27, 2016**

Meeting was called to order at 9:15 a.m.

**In attendance:** Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Deborah Mailloux-Petersen, Gino Faiella, Mark Pompano

**Public Participation:**

None

**Approval of Minutes:** M. Ku made a motion to approve the minutes of May 9, 2016, with an amendment to reflect Keith Alexander was in attendance at the meeting, R. Harriman-Stites seconded. Minutes were unanimously approved as amended.

**UNFINISHED BUSINESS**

<b>Action</b>	<b>Follow-up</b>
<p>Policy 3524 - Hazardous Materials in Schools – G. Faiella presented the committee a draft policy and regulation. G. Faiella worked with C. Canfield to add language into the regulation regarding contractors and hazardous materials in the schools. They also included language in the policy that the MSDS would be easily accessible by the school administration. They changed the regulation to include the appropriate department heads are responsible for the hazardous chemicals along with the Head Custodian. C. Canfield will ensure the chemical hygiene plans are maintained in the science laboratory and the Nurse has access to the MSDS. The committee agreed to recommend the “sample policy to consider” along with the regulation provided by CABE to the Board of Education.</p>	<ul style="list-style-type: none"> <li>• Policy to be included with 3000 series policies when the group is moved to the Board.</li> </ul>
<p>Policy 5125 – Student Records: Confidentiality (FERPA) – D. Mailloux-Peterson presented the committee with a draft of Policy 5125. She said the policy was all encompassing and included an updated per page copying fee for FERPA requests. The committee discussed the new act concerning data privacy. M. Reilly will ask CABE if we need to add a legal reference to the policy regarding the new act concerning data privacy. M. Reilly will also ask CABE whether they have a recommendation about policy regarding the handling of requests to view video records.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will ask CABE if we need to add a legal reference to the policy regarding the new act concerning data privacy.</li> <li>• M. Reilly will ask CABE whether they have a recommendation about policy regarding the handling of requests to view video records.</li> </ul>

<p>Policy 5132 - Student Dress and Grooming – After reviewing the Leadership Team’s input into the regulation, the committee changed some of the wording to reflect student suggestions that Administration received at Dress Code Meetings. M. Reilly will forward a copy of the policy and regulation to the student representatives of the Board of Education for their review. The committee agreed to recommend the policy and regulation provided by CABE to the Board of Education.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will forward a copy of the CABE policy and regulation with recommended changes to the student representatives of the Board of Education for their review.</li> <li>• M. Reilly will forward a copy of the CABE policy and regulation with recommended changes to the Board of Education for review.</li> </ul>
<p>Policy 5145.53 – Transgender and Gender Non-Conforming Youth – The committee reviewed the BOE attorney’s recommendations to the policy. M. Reilly will contact the BOE Attorney to get legal clarification on the Restroom/Locker Room Accessibility portion of the policy. J. Erardi will meet with J. Blanchard to see if students are segregated into boy/girl groups during Health conversations. Action was postponed to a future meeting.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will contact the BOE Attorney to get legal clarification on the Restroom/Locker Room Accessibility portion of the policy.</li> <li>• J. Erardi will meet with J. Blanchard to see if students are segregated into boy/girl groups during Health conversations.</li> </ul>
<p>Policy 5145.122 – Use of Dogs to Search School Property – M. Pompano reported back to the committee that Chief Viadero liked all the changes to the policy and is satisfied as to how the policy reads now. The committee agreed to recommend replacing our policy currently numbers 7-402 with a “a separate policy on this issue” provided by CABE with recommended changes to the Board of Education.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will forward a copy of “a separate policy on this issue” from CABE with recommended changes to the Board of Education for review.</li> </ul>
<p>7-106 – Nonresident or Tuition Students – Under the Foreign Exchange Students section the committee agreed to add Cultural Homestay International, a non-profit organization, as an approved education exchange organization of Newtown Public Schools. The committee agreed to revise our policy currently numbers 7-106 with the recommended changes to the Board of Education.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will forward a copy of Policy 7-106 with recommended changes to the Board of Education for review.</li> </ul>
<p>Policy 9323 – Construction of the Agenda – The committee postponed the discussion until K. Alexander can attend policy meeting.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will invite K. Alexander to attend next policy committee meeting.</li> </ul>
<p>Policy 3281.1 – Business/Industry/Corporate Involvement in Education – Committee decided not to recommend this optional policy.</p>	
<p>Policy 3452 - Revolving Funds – Action was postponed to a future meeting. M. Reilly will forward policy to N. deBrantes for her review.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will forward policy to N. deBrantes.</li> </ul>

Policy 3453 - School Activity Fund – Action was postponed to a future meeting. M. Reilly will forward policy to N. deBrantes for her review.	<ul style="list-style-type: none"> <li>• M. Reilly will forward policy to N. deBrantes.</li> </ul>
Policy 3453.1 – Unexpended Class Funds – Action was postponed to a future meeting. M. Reilly will forward policy to N. deBrantes for her review.	<ul style="list-style-type: none"> <li>• M. Reilly will forward policy to N. deBrantes.</li> </ul>
Policy 3454 – Gate Receipts and Admission – Action was postponed to a future meeting. M. Reilly will forward policy to N. deBrantes for her review.	<ul style="list-style-type: none"> <li>• M. Reilly will forward policy to N. deBrantes.</li> </ul>
Policy 3455 – High School Concession Stand – Action was postponed to a future meeting. M. Reilly will forward policy to N. deBrantes for her review.	<ul style="list-style-type: none"> <li>• M. Reilly will forward policy to N. deBrantes.</li> </ul>
Policy 3523.11 – Unmanned Aerial Systems (Drones) – After reviewing the policies sent by CABE the committee determined “Version #2 worked best for the district. The committee agreed to recommend “an optional policy to consider” Version #2 provided by CABE to the Board of Education.	<ul style="list-style-type: none"> <li>• Policy to be included with 3000 series policies when the group is moved to the Board.</li> </ul>

## NEW BUSINESS

Action	Follow-up
Policy 1100.1 – Availability of Official Documents (FOI) – D. Mailloux-Peterson presented the committee a draft of Policy 1100.1. She said the policy will guide people to the Freedom of Information Act and Connecticut General Statute. The new policy also lists a per page copying fee. The committee agreed to recommend the policy to the Board of Education.	<ul style="list-style-type: none"> <li>• M. Reilly to submit a copy of the policy to the Board of Education for review.</li> </ul>
Policy 5145.511 – Sexual Abuse Prevention and Education Program – The committee discussed this policy and the new Connecticut Statute that requires the district to have a policy in place by October 1, 2016. J. Erardi will have J. Blanchard review policy.	<ul style="list-style-type: none"> <li>• J. Erardi will have J. Blanchard review policy.</li> </ul>

Discussion/action was postponed to a future meeting:

Item	Responsibility
Policy 3541 – Transportation	M. Ku
Policy 3541.1 – School Bus Riders	M. Ku
Policy 3541.2 – Responsibilities and Duties	M. Ku
Policy 3541.21 – Boards of Education	M. Ku

Policy 3541.22 – Employee Duties: Driver	M. Ku
Policy 3541.23 – Bus Contractor	M. Ku
Policy 3541.24 – Transportation: Parent/Guardian Responsibility	M. Ku
Policy 3541.3 – Route Services	M. Ku
Policy 3541.311 – Riding Other Than Assigned Bus	M. Ku
Policy 3541.312 – Daycare Center Transportation	M. Ku
Policy 3541.313 – Video Cameras on School Transportation	M. Ku
Policy 3541.32 – Special Transportation for School Related Trips	M. Ku
Policy 3541.33 – Special Transportation for Exceptional Children	M. Ku
Policy 3541.34 – Special Transportation for Non Public School Purposes	M. Ku
Policy 3541.341 – Non Public School Students	J. Erardi
Policy 3541.342 – Senior Citizens	J. Erardi
Policy 3541.343 – Outside Agencies/Organizations	J. Erardi
Policy 3541.35 – Bus Driver Safety/Emergency Procedures	J. Erardi
Policy 3541.4 – Transportation Equipment	J. Erardi
Policy 3541.41 – Maintenance	J. Erardi
Policy 3541.42 – Vandalism	J. Erardi
Policy 3541.43 – School System Owned Vehicles	J. Erardi
Policy 3541.44 – Privately Owned Vehicles	J. Erardi
Policy 3541.5 – Transportation Safety Complaints	J. Erardi
Policy 3541.51 – Denial of Transportation (Hearings)	J. Erardi
Policy 3541.6 – Bus Drivers	J. Erardi
Policy 3541.7 – Student Behavior	J. Erardi
Policy 3541.8 – Student Bus Assignments	J. Erardi
Policy 3541.9 – Accident Reports	J. Erardi
Policy 3542 – Food Service	R. Harriman-Stites
Policy 3542.1 – Purpose and Facilities	R. Harriman-Stites
Policy 3542.2 – Responsibilities and Duties	R. Harriman-Stites
Policy 3542.21 – Board of Education	R. Harriman-Stites
Policy 3542.22 – Employees	R. Harriman-Stites
Policy 3542.3 – Menus and Services	R. Harriman-Stites

**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 10:56 a.m.

Submitted: Michelle Ku, Policy Committee Chair