

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**June 24, 2016**

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

**IN ATTENDANCE:** Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Ron Bienkowski, Lorrie Rodrigue, Brian Neumeyer

**PUBLIC PARTICIPATION:**  
None

**APPROVAL OF MINUTES:** M. Ku made a motion to approve the minutes of June 6, 2016, R. Harriman-Stites seconded. Minutes were unanimously approved.

**UNFINISHED BUSINESS:**

| <b>Action</b>  | <b>Follow-up</b>  |
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| Policy 3453 – School Activity Fund – A discussion took place regarding class funds. Some class funds have remained in the district for many years. There are several options for unused class fund. The class fund can be rolled over to another account that would be managed by two class officers and used for reunions or other class sponsored events held after graduation. The class can donate the money, purchase something for the school or purchase something for the community. The Policy Committee decided they would like the students to determine the use of their class funds before they graduate so the money is not left in the district to be monitored. Wording was changed to reflect our current practice. The committee agreed to recommend using our existing policy presently numbered 3-400 and regulation presently numbered 3-401.1 to the Board of Education, with the noted revisions. | <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> |

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| <p>Policy 3455 – High School Concession Stand – M. Reilly informed the committee that CAFE did not have another sample policy. B. Neumeyer gave a brief overview of how the concession stand operates. The concession stand operates under the direction of the two culinary teachers. Culinary students volunteer their hours. The money is collected and put into a safe at the end of the night before handing the money over to N. Debrantes to deposit. The program is self-funded with the help of some grant money that is used for stand maintenance and equipment purchase. B. Neumeyer feels like it is important to continue putting the money back into the program and keeping it self-funded. L. Rodrigue told the committee that she felt it was important to maintain a balance in the activities account for the concession stand. R. Bienkowski said every best effort should be made to maintain a \$1,500 positive balance in the account so there is money in the account if a purchase needs to be made. Should the balance be projected in the negative the principal should be advised. The committee updated the sample optional policy provided by CAFE with our current practice. The committee asked B. Neumeyer to write a regulation for this policy.</p> | <ul style="list-style-type: none"> <li>• B. Neumeyer will update regulation for the High School Concession Stand.</li> </ul>   |
| <p>Policy 3541 – Transportation – Our current policy addresses the state statute. A discussion took place regarding children living in close proximity to the school and if they are given bus transportation. R. Bienkowski told the committee that all students in the district have bus transportation. A sentence was added to the beginning of our current policy regarding all children receiving transportation. Our current regulation was edited to reflect current job titles and current practice. The committee agreed to recommend using our existing policy presently numbered 3-700 and regulation presently numbered 3-701 to the Board of Education, with the noted revisions. R. Bienkowski will review the group of transportation policies with All-Star our transportation provider.</p>   | <ul style="list-style-type: none"> <li>• R. Bienkowski will review policy will All-Star transportation.</li> <li>• Pending All-Star’s supportive review, the policy will be included when the 3000 series of policies are moved to the Board.</li> </ul> |
| <p>Policy 3541.1 – School Bus Riders – The committee agreed not to recommend this optional policy.</p>  | <ul style="list-style-type: none"> <li>• No further action.</li> </ul>   |
| <p>Policy 3541.2 – Responsibilities and Duties – CAFE did not provide a sample policy. The committee agreed not to recommend this optional policy.</p>  | <ul style="list-style-type: none"> <li>• No further action.</li> </ul>   |

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| <p>Policy 3541.21 – Boards of Education – The committee agreed to recommend the “optional policy to consider” provided by CABE. They removed the paragraph on mileage rate because that is not our current practice. R. Bienkowski will review the group of transportation policies with All-Star our transportation provider.</p>   | <ul style="list-style-type: none"> <li>• R. Bienkowski will review policy will All-Star transportation.</li> <li>• Pending All-Star’s supportive review, the policy will be included when the 3000 series of policies are moved to the Board.</li> </ul> |
| <p>Policy 3541.22 – Employee Duties: Driver – M. Ku contacted A. Dalton for guidance on this policy. M. Dalton said that it is an All-Star Policy that bus drivers do not administer first aid to the children on the bus. They pull the bus over and call 911 for help. The committee agreed to recommend the “optional policy to consider” provided by CABE, with the noted revisions to the Board of Education. R. Bienkowski will review the group of transportation policies with All-Star our transportation provider.</p> | <ul style="list-style-type: none"> <li>• R. Bienkowski will review policy will All-Star transportation.</li> <li>• Pending All-Star’s supportive review, the policy will be included when the 3000 series of policies are moved to the Board.</li> </ul> |
| <p>Policy 3541.32 – Special Transportation for School Related Trips – L. Rodrigue informed the committee of our current practice for special transportation. The committee agreed not to recommend this optional policy.</p>   | <ul style="list-style-type: none"> <li>• No further action.</li> </ul>   |
| <p>Policy 5125 – Student Records: Confidentiality (FERPA) – D. Mailloux-Petersen informed M. Reilly that she would like to hold off on finalizing this policy until September. She was told that our attorneys are revising the policy. The committee agreed to wait until September to move forward on this policy.</p>   | <ul style="list-style-type: none"> <li>• Review policy at a future date.</li> </ul>  |
| <p>Policy 5145.53 – Transgender and Gender Non-Conforming Youth – The committee continued their discussion on the policy and want to do what is right for the children across the district. The committee thought it might be helpful to talk with the advisors to the GSA Club at the High School. M. Reilly will invite GSA advisors, Jim Rovello and Kristen English, to an upcoming policy meeting.</p>  | <ul style="list-style-type: none"> <li>• M. Reilly will invite Jim Rovello and Kristin English to an upcoming policy meeting.</li> </ul>   |

**NEW BUSINESS:**

| <b>Action</b>  | <b>Follow-up</b>  |
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| Discussion on cross-referencing policies. At the Board of Education Meeting a discussion took place regarding cross-referencing policies. Policy 3320 – Purchasing Procedures was one of the policies cross-referenced on a first read policy pending approval by the Board of Education. The committee agreed to move Policy 3320 – Purchasing Procedures forward to the Board of Education for immediate approval instead of waiting for the entire 3000 series to move forward. | <ul style="list-style-type: none"> <li>• M. Reilly will forward a copy of Policy 3320 – Purchasing Procedures with recommended changes to the Board of Education for review.</li> </ul> |

Discussion/action was postponed to a future meeting:

| <b>Item</b>  | <b>Follow-up</b>   |
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| Policy 3541.313 – Video Cameras on School Transportation             | <ul style="list-style-type: none"> <li>• M. Pompano will develop a regulation on video surveillance.</li> </ul>  |
| Policy 5131.11 – Video and Audio Recording Equipment on School Buses | <ul style="list-style-type: none"> <li>• M. Pompano will develop a regulation on video surveillance.</li> </ul>  |
| Policy 5131.111 – Video Surveillance                                 | <ul style="list-style-type: none"> <li>• M. Pompano will verify the use of surveillance signs in each of our schools and develop a regulation on video surveillance.</li> <li>• M. Reilly will contact CABA to see if we are legally required to let people know the schools have video surveillance.</li> </ul> |
| Policy 5145.511 – Sexual Abuse Prevention and Education Program      | <ul style="list-style-type: none"> <li>• M. Reilly will update policy and bring draft back to the committee for their review.</li> </ul>   |
| Policy 9323 – Construction of the Agenda                             | <ul style="list-style-type: none"> <li>• M. Reilly will add language to replicate the wording in the Town Charter in regards to posting an agenda.</li> <li>• M. Reilly will update policy and bring draft back to the committee for their review.</li> </ul>  |

| <b>Item</b>  | <b>Responsibility</b> |
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| 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 3541.33 – 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             |

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| 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 11:20 a.m.

Submitted: Michelle Ku, Policy Committee Chair