

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**September 13, 2017**

Meeting was called to order at 8:05 a.m.

**IN ATTENDANCE:** Michelle Embree Ku, Rebekah Harriman-Stites, Lorrie Rodrigue, Mark Pompano (8:05 a.m. – 9:05 a.m.), Anne Dalton (8:05 a.m. – 8:50 a.m.) and David Roach (8:45 a.m. – 9:50 a.m.)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** M. Ku made a motion to postpone, until the next meeting, approval of the minutes of June 14, 2017. R. Harriman-Stites seconded. The postponement was unanimously approved.

**NEW BUSINESS:**

<b>Action</b>	<b>Follow-up</b>
<p>Policy 5141.25 – Life-Threatening Allergies and Glycogen Storage Disease Management – A. Dalton informed the committee that there were two sections that concerned her in this policy that was just adopted by the BOE on July 18, 2017. They were 5141.25(g) – regarding the principals providing parents with a suggested nut-free snack list and 5141.25 (h) – D. Food in Schools – Generally. This reads as though we are not permitting peanuts or nuts anywhere in the school, but A. Dalton believes it is referring to not using food as part of the curriculum and cited 5141.25 (g) C 1 that talks about nut free classrooms and clusters. A. Dalton suggested that principals refer parents to the Food Allergy Resources and Education (FARE) website instead of providing a list. R. Harriman-Stites suggested that 5141.25 (h) D. – Food in Schools – that “Generally” be changed to “Curricular Instruction Use”. The committee agreed. However it was decided that the Administrators needed to be consulted on this policy at the 9/15/17 A-Team meeting. It will then be brought back for discussion at the next Policy Committee meeting.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will invite A. Dalton to attend the next upcoming Policy Committee meeting to discuss and review Administrators’ input.</li> </ul>

**UNFINISHED BUSINESS:**

<p>Policy 4112.52/4212.52 – Criminal History Record Information (CHRI)/Security Check/Fingerprinting and Policy 4112.5/4212.5 – Security Check Fingerprinting – M. Pompano and the committee decided to use Policy 4112.52/4212.52, labeled “A new policy to consider...” and regulation 4112.5/4212.5 without any of the appendices. The committee will forward with agreed upon edits to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• Policy 4112.52/4212.52 and Regulation 4112.5/4212.5 will be forwarded to the Board of Education for review.</li> </ul>
<p>Policy 5141.251 – Accommodating Students with Special Dietary Needs – review new policy, administrative regulation and forms. Policy is not required. The committee made recommended changes to this policy.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to contact CABE regarding whether we are required to have process in place as stated in 4<sup>th</sup> paragraph on P5141.251(b).</li> <li>• J. McEvoy to send A. Dalton and D. Petersen regulation R5141.251 and ask them to review.</li> </ul>
<p>Policy 6172 – Alternative Education Program – There is no current policy on this but one is needed. Policy is mandated if district has an alternate program. There was discussion on recommended edits to the policy labeled “A new policy to consider...”</p>	<ul style="list-style-type: none"> <li>• J. McEvoy to send Policy and Regulation 6172 to Cathy Oster, Tim DeJulio and Kim Longobucco for review.</li> </ul>
<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students. The committee noted that this policy should be developed by parents.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will send Policy 6172.4 and Newtown Policy 7-409.1 (called Title I Parent Involvement) to L. Rodrigue. She will send this to PTA Presidents and ask to meet to review.</li> </ul>

A motion was made by M. Ku to forward Policy 4112.52/4212.52 - Criminal History Record Information (CHRI)/Security Check/Fingerprinting and Regulation 4112.5/4212.5 – Security Check Fingerprinting with recommended changes to the Board of Education for review. R. Harriman-Stites seconded. Motion was approved.

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

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

<p>Policy 3230.1 – Federal Grants and Awards Administration (Federal Fiscal Compliance) – We have policy but very thin. This is one that R. Bienkowski said we should have.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will invite R. Bienkowski to an upcoming meeting to discuss policy update from CABE.</li> </ul>
<p>Policy 3280 – Gifts, Grants and Bequests – Discussion regarding whether best to add language for crowdfunding or add new policy. The committee agreed that crowdfunding may become more the norm so may want new policy going forward.</p>	<ul style="list-style-type: none"> <li>• J. McEvoy will invite R. Bienkowski to an upcoming meeting to discuss policy update from CABE.</li> </ul>

Policy 3281.2 – Online Fundraising Campaigns – Crowdfunding. Need to discuss in conjunction with 3280.	<ul style="list-style-type: none"> <li>• J. McEvoy will invite R. Bienkowski to an upcoming meeting to discuss policy update from CABE.</li> </ul>
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**UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING:**

Policy 5113 – Attendance/Excuses/Dismissal and Policy 5113.2 - Truancy	<ul style="list-style-type: none"> <li>• J. McEvoy to contact CABE to see if any necessary updates based on 2017 legislation.</li> </ul>
Policy 5125 – Student Records: Confidentiality	<ul style="list-style-type: none"> <li>• J. McEvoy to contact CABE to see if any necessary updates based on 2017 legislation.</li> </ul>
Policy 4111/4211 – Personnel – Certified/Non-Certified – Recruitment and Selection	<ul style="list-style-type: none"> <li>• J. McEvoy to contact CABE to see if any necessary updates based on 2017 legislation.</li> <li>• J. McEvoy to ask S. D’Eramo to look at Policy 4111/4211.</li> </ul>
Policy 5131 – Conduct and Discipline – reviewed in conjunction with Policy 5114. Committee decided (at June 14, 2017 meeting) not to use this optional policy.	<ul style="list-style-type: none"> <li>• No further action required.</li> </ul>
Policy 5144 – Discipline – reviewed in conjunction with Policy 5114. Committee decided (at June 14, 2017 meeting) not to use this optional policy.	<ul style="list-style-type: none"> <li>• No further action required.</li> </ul>
Policy 5144.1 – Use of Physical Force – Physical Restraint/Seclusion	<ul style="list-style-type: none"> <li>• J. McEvoy to contact CABE to see if any necessary updates based on 2017 legislation.</li> <li>• Another version of this policy was endorsed by the subcommittee and is in the queue to go to the Board when the 5000 series group of policies is moved to the BOE for 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 9:50 a.m.

Submitted: Michelle Ku, Policy Committee Chair