

**BOE Policy Committee Minutes**  
**Wednesday, February 23, 2022, 9:00 AM – 10:30 AM**  
**Municipal Building, Council Chambers**  
**3 Primrose St, Newtown, CT 06470**

**CALL TO ORDER** Meeting was called to order at 9:00 am

**IN ATTENDANCE** Dan Cruson, Deborra Zukowski, Janet Kuzma, Dr. Lorrie Rodrigue, Suzanne D’Eramo, Wesley Johnson, Sarah Connell, 1 public

**PUBLIC PARTICIPATION** None

**APPROVE MINUTES** Dan Cruson made a motion to approve the minutes of January 26, 2022. Deborra Zukowski seconded. Motion passes unanimously.

**NEW BUSINESS**

**Discussion and possible action:**

Item	Reports
<p><b>Policy 4111.1 - Equal Employment Opportunity</b>  L. Rodrigue, W. Johnson, and S. D’Eramo edited this policy. W. Johnson said he thought it was best based in comments from the committee to make this policy separate from Policy 4111.3.  L. Rodrigue mentioned that it was important to maintain the protected classes in the Affirmative Action policy. The legal references were also separated between Affirmative Action policy and Minority Recruitment Policy.  L. Rodrigue also said that it is important that the Superintendent send the BOE an annual report which is practice now.</p> <p>D. Zukowski mentioned that it was very useful to have the “Act” and asked to send the “Act” to the BOE to review while approving this policy.</p> <p>D. Cruson made it clear that these protective classes lines up with all of the other Newtown policies.</p> <p>D. Zukowski asked if this report can be a joint report with the Minority Recruitment report.  L. Rodrigue said that they will need to be two reports and her staffing report is done monthly.</p> <p>D. Zukowski also asked if they meant to add “protective groups” and not minority groups in the last sentence in the first paragraph.</p>	<ul style="list-style-type: none"> <li>• S. Connell will make the approved edits and send to K. June for BOE review at an upcoming BOE meeting.</li> </ul>

<p>The committee agreed that it was best to strike the last sentence in the paragraph.</p> <p>D. Zukowski also asked if there will be a regulation attached to this policy. S. D’Eramo said that, as discussed, there will be no regulation with this policy.</p> <p>L. Rodrigue said that if there is a regulation, it will be brought to the A-Team first for review first then to the BOE for their information.</p>	
<p><b>Policy 4111.3- Plan for Minority Recruitment and Selection</b></p> <p>L. Rodrigue, W. Johnson, and S. D’Eramo edited this policy to be separate from Policy 4111.1.</p> <p>D. Zukowski asked if this policy will have a regulation as well.</p> <p>L. Rodrigue said she can look at the sample regulations and how to operationalize it.</p> <p>D. Cruson said that in the past we have opted to put something that could easily be in the regulation into the actual policy. It can bring more strength to the policy.</p> <p>W. Johnson said this policy has some “teeth” to it and very strong as is but to add in a regulation that specifically mentioned HBIC.</p> <p>The committee agreed.</p>	<ul style="list-style-type: none"> <li>• S. Connell will send to K. June for BOE review at an upcoming BOE meeting.</li> </ul>
<p><b>Policy 4112.5 – Security Check / Reference Checks</b></p> <p>The policy came directly from Shipman and Goodwin. S. D’Eramo said that we originally received input from Shipman and Goodwin because the employment checks are extensive.</p> <p>S. D’Eramo mentioned there is one more “number of day mention” that needs to be struck from the policy. S. Connell will make that edit.</p> <p>The previous committee also made the decision to strike the paragraph that outlines “Credit Checks”.</p> <p>The committee agreed that it is not appropriate to run a credit check on every employee and it is not mandatory.</p> <p>D. Zukowski asked what would happen if someone who had multiple bankruptcies tried to become an employee that handles the finances.</p> <p>D. Cruson said that if it is in the policy, then we would have to run a credit check on every teacher that was hired even though they do not handle money.</p> <p>S. D’Eramo said that positions that handle finances can still have a credit check even though it is not in the policy.</p>	<ul style="list-style-type: none"> <li>• S. Connell will make the approved edits and send to K. June for BOE review at an upcoming BOE meeting.</li> </ul>

<p>D. Zukowski asked to add the following language to 1. A. (on the first page) “<u>doing the following</u>” after prior to the district. The committee agreed. S. Connell will make the edit.</p>	
<p><b>Policy 4112.6 – Personnel Records</b> S. D’Eramo said that Shipman suggested adding in the language “The Superintendent shall comply with state and deferral law, including the Freedom of Information Act (FOIA), when a request is made for disclosure of an employee’s personnel, medical or similar files.” The committee agreed to keep this simple because FOIA is law. D. Zukowski asked if the form is in the regulation. D. Cruson said it is and S. Connell will add “R” to the beginning of the number.</p>	<ul style="list-style-type: none"> <li>• S. Connell will make the approved edits and send to K. June for BOE review at an upcoming BOE meeting.</li> </ul>
<p><b>Policy 4112.8 – Nepotism, Husband/Wife Employment</b> S. D’Eramo said the previous committee agreed to the combine both sections of Relatives and Immediate Family Members because it was decided that it would be repetitive if we kept them separate. D. Cruson asked if this policy would impact any current employee. S. D’Eramo said that it would not.</p>	<ul style="list-style-type: none"> <li>• S. Connell will send to K. June for BOE review at an upcoming BOE meeting.</li> </ul>

A motion was made by D. Cruson to move Policy 4111.1 - Equal Employment Opportunity, Policy 4111.3- Plan for Minority Recruitment and Selection, Policy 4112.5 – Security Check / Reference Checks, Policy 4112.6 – Personnel Records, Policy 4112.8 – Nepotism, Husband/Wife Employment forward to the BOE for approval. J. Kuzma seconded. Motion was unanimously approved.

**UPDATE FROM THE SUPERINTENDENT**

Dr. Rodrigue said there will be more updates from the Governor and masking in the schools. Our current policy on face masks and coverings will need to be amended because we did not leave ourselves a lot of room to change. Dr. Rodrigue will ask for legal counsel to review this policy and give their input.

**PUBLIC PARTICIPATION**

Jen Padilla, Newtown, asked where she can find the regulation for the Minority Recruitment policy. The committee said that is not drafted yet and when it is, it will be attached to the policy.

**ADJOURNMENT**

Dan Cruson made a motion to adjourn the meeting. D. Zukowski seconded. Motion was unanimously approved. Meeting was adjourned at 9:56 a.m.