

**BOE Policy Committee Minutes**  
**Monday, January 22, 2024, 9:30 am - 11:00 am**  
**Municipal Building, BOE Conference Room**  
**3 Primrose St. Newtown, CT 06470**

**CALL TO ORDER** Meeting was called to order at 9:30 am

**IN ATTENDANCE** Todd Higgins, Doria Linnetz, Chris Melillo, Mark Pompano, Sarah Connell, Anne Uberti, Tanja Vadas

**PUBLIC PARTICIPATION** None

**APPROVE MINUTES** Todd Higgins made a motion to approve the minutes of January 12, 2024. Doria Linnetz seconded. Motion passes unanimously.

**OLD BUSINESS**

Policy 6114 - Emergencies and Disaster Preparedness

Mr. Higgins gave the committee an overview on the status of the security and safety policies. He said that he attended the District Safety and Security Meeting on Thursday, January 18th. It was a robust discussion about safety and security and looking forward to receiving feedback regarding Newtown's policies from that committee.

Mr. Higgins also reported that in the week between the policy meetings, he asked Ms. Connell to obtain Shipman and Goodwin's sample policy re: security. His opinion is that it would be best to continue to work off of CABA's sample policies.

Ms. Linnetz recommends continuing working on the "umbrella policy" and once that policy is complete, the sub policies will be easier to edit. Mr. Higgins agreed.

Mr. Pompano reported that the A-Team made a decision to combine the School Safety and Security Committee with the School Climate and Cultural Committee. The SCCC will now need to have a first responder to be compliant.

Mr. Higgins commented that he would like to confirm that everyone on those two separate committees are in agreement about combining the committees.

Mrs. Uberti said that the principals appreciate the reality of the policy and that it reflects what Newtown actually does. She also echoed Mr. Pompano's thoughts about combining the committees. She confirmed that a lot of the same members are in both committees so she does not believe it will be an issue about combining them.

Mr. Higgins asked how often the SCCC met during the year.

Ms. Uberti said that they meet monthly so the plan would be to include a safety and security component to the standing agenda.

Ms. Linnetz said that she spoke with Jodi and he confirmed that it is not required, however, it is recommended. She is not comfortable with removing any of the security policies. Mr. Higgins agreed but stated it is important to clearly articulate the purpose of each policy.

Mr. Higgins asked Ms. Linnetz how she felt about combining the policies.

Ms. Linnetz said she would rely on the principal's recommendations.

This policy has not been further edited since the last policy meeting but Mr. Higgins is hoping to receive feedback and recommendations from the principals and DSSC committee members before the next meeting.

#### Policy 6114.1 - Fire / Drills

Ms. Linnetz flagged an issue with buses/transportation participation re: drills in this policy.

Mr. Higgins said that this issue had been discussed in another meeting and recommends that Mr. Pompano address this concern with All Star.

Mr. Pompano agreed that All Star should be participating during drills.

The committee will continue to edit this policy after the principals have a chance to review and provide feedback.

#### Policy 6114.7 - Safe Schools

Ms. Linnetz asked CABE if the topics listed in this policy were mandatory. CABE responded that they included those specific topics because they felt they were most likely to be discussed by the committee. Ms. Linnetz said that Newtown is open to modify the list if necessary.

Mr. Higgins reminded the committee that the principals should make sure this policy focuses on the climate committee and the purpose of that committee to reflect their reality.

The committee is in agreement.

Ms. Connell will send the three security policies to the principals for their input and recommendations. Ms. Uberti continued that they will also be discussing these policies at the next A-Team meeting.

### **NEW BUSINESS**

#### Policy 3542.22 - Food Services Personnel Code of Conduct

Ms. Vadas recommends working from the first CABE sample policy that was provided. Ms. Vadas said that she spoke to her Food Manager regarding this policy and presented their proposed edits.

Ms. Vadas will reach out to colleagues for their input and send her redlined version to Mr. Higgins so he can review before the next policy meeting which is scheduled for February 12th.

#### Policy 0200 - Goals and Objectives

Mr. Higgins said that this policy sets out a framework of how to create goals and evaluation of teaching and learning. This policy also calls out the creation of a strategic plan and a

requirement that the Superintendent and Board of Education will develop, publish and evaluate district goals on a yearly basis. He shared his thoughts with Mr. Melillo and Ms. Uberti prior to the meeting. He asked Mr. Melillo if he thought we were implementing Policy 0200 effectively.

Mr. Melillo answered that the entire staff gets evaluated yearly. Newtown follows the State of Connecticut's guidelines.

Mr. Higgins asked if the strategic plan changed since the Board approved it in June 2023. Mr. Melillo said that it has not changed. He added that every school has created a school success plan with goals.

Mr. Higgins asked if these school plans are shared with the Board and the public.

Mr. Melillo said that the A-Team planned on meeting in February to review their mid-year goals and then present to the Board in March.

Mr. Higgins asked if it was correct to assume that there will be a series of presentations by each school principal to update the Board where they are in the process.

Mr. Melillo said that is correct. He does not believe the principals will present the actual plan because their goals are tied to the plans.

Mrs. Uberti explained the process of developing goals and success plans. It is important to remember that the plans are not all on their shoulders. They recently changed their practice and started to share their goals with each other which is believed to be beneficial and was a highlight of the year for Mrs. Uberti.

Mr. Higgins pointed out that this policy outlines district goals and asked the status of that. Mr. Melillo welcomes working with the Board of Education on creating district goals. He proposed creating these goals in a summer workshop.

Ms. Linnetz does believe it is important for the Board to understand everyone's individual goals. She does think it is more beneficial to have an overarching understanding of the goals.

Mr. Higgins asked Mr. Melillo and Mrs. Uberti if he thought we had enough source information to create district goals.

Mr. Melillo believes they could create district goals, however, does not believe it is wise to create them in the middle of the school year.

Mr. Higgins asked if we have enough academic outcomes and objective data to develop goals.

Mrs. Uberti said that there is enough data and should be done in the summer before the school year.

Mr. Higgins said it is important to understand the process on how goals are developed to implement this policy. This policy will be brought back to a future meeting to further discuss.

Discussion on Policy 6141.51/52 – Enrollment in an Advanced Course or Program and Challenging Curriculum, Policy 6172.1 – Gifted and Talented Program, and Policy 6172.5 – Pilot Programs and Research Projects were postponed to a future meeting.

**SUPERINTENDENT REPORT** None

**PUBLIC PARTICIPATION** None

**ADJOURNMENT** Ms. Linnetz made a motion to adjourn the meeting. Mr. Higgins seconded. Motion was unanimously approved. Meeting was adjourned at 11:26 am.

**\*\*THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE POLICY SUB COMMITTEE\*\***