

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
September 28, 2017

Meeting was called to order at 1:00 p.m.

IN ATTENDANCE: Michelle Embree Ku, Rebekah Harriman-Stites, Lorrie Rodrigue, Tim DeJulio, Kim Longobucco and Cathy Oster (1:00 pm – 1:24 pm), David Roach (1:00 pm – 1:55 pm), Anne Dalton (1:20 pm – 2:35 pm), Deb Petersen (2:00 pm – 2:46 pm), and Ron Bienkowski (2:35 pm – 3:15 pm)

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: M. Ku made a motion to approve the minutes of June 14, 2017 and September 13, 2017. R. Harriman-Stites seconded. Minutes were unanimously approved.

UNFINISHED BUSINESS

Action	Follow-up
<p>Policy 6172 – Alternative Education Program. This policy is just for the alternative program at Newtown High School called “The Alternative Program” (TAP). It is <i>not</i> for expelled students. Suggest adding the following statement: “This policy does not pertain to expelled students. Procedures for expelled students are outlined in Policy 5114 – Suspension and Expulsion. There is an edit needed on R6172(c) in the first sentence under “Guidelines for Continued or Discontinued Student Placement”. Remove the word “include” after “the District’s written policy...”</p> <p>T. DeJulio, K. Longobucco and C. Ostar favor the basic tenets of the policy and regulation but want to review again with an eye to the future. There was discussion regarding the need to provide consistency with entrance and exit process.</p>	<ul style="list-style-type: none"> • T. DeJulio, K. Longobucco and C. Ostar will review Policy 6172 to make sure it addresses their vision of the TAP program. Will either send suggested changes to J. McEvoy for next Policy meeting or let her know when they can attend to discuss further with the Committee.

NEW UNFINISHED BUSINESS

<p>Policy 5113 – Students – Attendance/Excuses/Dismissal. This policy and regulation was already approved by the committee to go forward to the Board of Education for approval with the 5000 series policies. The committee reviewed “CABE’s revised sample policy” dated 7/17 and agreed on the changes on P5113(a) and P5113(e). Also noted was a change on P5113(c) under “Excused Absences for Children of Service Members”. In the second sentence it should read “responsible <i>for</i> obtaining” (remove “to”). The policy will be updated with agreed upon edits and again be included with the 5000 series policies that will be forwarded to the Board of Education.</p>	<ul style="list-style-type: none"> • The revised 5113 Policy will be included with the 5000 series policies when the group is moved to the Board of Education for review.
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Action	Follow-up
Policy 5113.2 – Truancy – adopted by Board of Education on 8/15/17 – committee reviewed update from CABE. It was decided that Policy 5113.2 had no changes needed.	<ul style="list-style-type: none"> Policy 5113.2 – Truancy – to stay as adopted by the Board of Education on 8/15/17.
Policy 5114 – Suspension and Expulsion – adopted by Board of Education on 8/15/17 – committee reviewed update from CABE and Policy 5114 had no changes needed.	<ul style="list-style-type: none"> Policy 5114 – Suspension and Expulsion – to stay as adopted by the Board of Education on 8/15/17.
Policy 5131 – Student Conduct – Optional policy that is not needed if Policy 5114 is approved.	<ul style="list-style-type: none"> No further action required.
Policy 5144 – Discipline – Optional policy that is not needed if Policy 5114 is approved	<ul style="list-style-type: none"> No further action required.

UNFINISHED BUSINESS

<p>Policy 5141.25 – Life-Threatening Allergies and Glycogen Storage Disease Management – A. Dalton gave updated language that the committee approved for 5141.25(g). Under C. – Food in Schools #2 a. It now should read “A link to a F.A.R.E. approved website for information on nut-free and allergy friendly snacks for children: https://snacksafely.com/safe-snack-guide/ “</p> <p>Also under C. – Food in Schools #7a, the committee decided to add “for Community/PTA or school sponsored events;” after “No food is allowed in any classroom”. On page 5141.25(h) D. Food in Schools – “Curricular Instruction Use” was approved to be added (and remove “Generally”). And also under D. #1 to add “instructional” before “purpose”. This adopted policy needs to be revised and to go back to the Board of Education for review. There was discussion generated by A. Dalton on the challenges involved in fully implementing, on page 5141.25(e) under Individualized Health Care Plans and Emergency Health Care Plans, item G. Need to figure out how to disseminate the IHCP and ECP not only during the school day but for after school activities.</p> <p>L. Rodrigue will arrange a meeting with D. Roach, C. Amodeo, herself and others to come up with a solution. A. Dalton will check on after-school activities/clubs.</p>	<ul style="list-style-type: none"> Policy 5141.25 – Life-Threatening Allergies and Glycogen Storage Disease Management was adopted by the Board of Education on July 18, 2017. Once the agreed upon revisions are made, it needs to go back to the Board of Education for review. L. Rodrigue and A. Dalton need to report back to the committee on their findings regarding disseminating the Individualized Health Care Plan and the Emergency Care Plan for after school activities.
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<p>Policy 5141.251 – Accommodating Students with Special Dietary Needs – A. Dalton and D. Petersen agreed that CABE’s “A new policy for consideration” with the edits made by the committee was good but they need to review the regulation. Will get back to J. McEvoy with input. CABE said that the 4th paragraph process on P5141.251(b), under “Accommodating Disabled Students with Special Dietary Needs...” could be deleted so this edit will be made.</p>	<ul style="list-style-type: none"> • A. Dalton and D. Petersen to review regulation R5141.251 and give feedback to J. McEvoy for the committee.
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NEW BUSINESS

<p>Proposed Policy from D. Petersen on Classroom Observations by Parents - The committee reviewed Policy P1250 from CABE on Community Relations – Visits to the Schools and D. Petersen’s proposed Policy on Classroom Observations. They agreed that the proposed policy was needed but there was discussion as to whether there is a need to have both policies or make Classroom Observations a subset of the broader Policy P1250. The committee decided to review this again at the next meeting and make the following edits to the proposed Classroom Observations by Parents policy: in the last paragraph on 1st page, remove “the student’s” and add an “s” to teacher. Also remove “the” and add “a” before “classroom”.</p>	<ul style="list-style-type: none"> • Proposed Policy from D. Petersen on Classroom Observations by Parents and CABE Policy P1250 on Community Relations – Visits to the Schools to be reviewed by the Committee at the next meeting.
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UNFINISHED BUSINESS

<p>Policy 3280 – Gifts, Grants and Bequests – R. Bienkowski likes this policy, adopted by Board of Education on 4/4/17, as it is. No changes needed.</p>	<ul style="list-style-type: none"> • No further action required.
<p>Policy 3281.2 – Online Fundraising Campaigns – Crowdfunding – R. Bienkowski reviewed CABE’s “An optional policy to consider” and recommended to the committee that the policy (without the regulation) be moved forward to the Board of Education for review with the agreed upon edits.</p>	<ul style="list-style-type: none"> • Policy 3281.2 – Online Fundraising Campaigns – Crowdfunding, with the agreed upon edits, will be forwarded to the Board of Education for review (without the regulation).
<p>Policy 3230.1 – Federal Grants and Awards Administration (Federal Fiscal Compliance) – R. Bienkowski recommended that this CABE policy be moved forward to the Board of Education for review with the following agreed upon addition: take language from another CABE suggested 3230.1 policy under “Employees – Time and Effort Reporting” and make this #9. under “Internal Controls” on P3230.1(d).</p>	<ul style="list-style-type: none"> • Policy 3230.1 – Federal Grant and Awards Administration (Federal Fiscal Compliance) will be forwarded, with the approved edits, to the Board of Education for review.

A motion was made by M. Ku to forward Policies 5113 - Attendance/Excuses/Dismissal, 5141.25 - Life-Threatening Allergies and Glycogen Storage Disease Management, 5141.251 - Accommodating Students with Special Dietary Needs, 3230.1 - Federal Grants and Awards Administration (Federal Fiscal Compliance) and 3281.2 - Online Fundraising Campaigns – Crowdfunding with revisions noted to the Board of Education for review. R. Harriman-Stites seconded. Motion was unanimously approved. No action is required for Policies 5113.2 - Truancy, 5114 – Suspension and Expulsion and 3280 – Gifts, Grants and Bequests.

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 unanimously approved.

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

<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – progress on this CABE policy and our current policy 7-409.1 Title I Parent Involvement. To be reviewed by L. Rodrigue and interested PTSA members.</p>	<ul style="list-style-type: none"> • Status of L. Rodrigue’s request to PTSA members for meeting with those interested in reviewing Policy 6172.4 – Parent and Family Engagement Policy for Title I Students.
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UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING:

<p>Policy 5125 – Student Records: Confidentiality</p>	<ul style="list-style-type: none"> • Need to review CABE updates based on 2017 legislation,
<p>Policy 4111/4211 – Personnel – Certified/Non-Certified – Recruitment and Selection</p>	<ul style="list-style-type: none"> • Need to review CABE updates based on 2017 legislation. • S. D’Eramo invited to discuss Policy 4111/4211.
<p>Policy 5144.1 – Use of Physical Force – Physical Restraint/Seclusion</p>	<ul style="list-style-type: none"> • Need to review CABE updates based on 2017 legislation • 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.

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 3:15 p.m.

Submitted: Michelle Ku, Policy Committee Chair