

BOE Policy Committee Minutes
September 12, 2018, 9:00 am – 10:30 am
Municipal Building, Shared Meeting Room One
3 Primrose Street, Newtown, CT 06470

CALL TO ORDER Meeting was called to order at 8:07 a.m.

IN ATTENDANCE

Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue, Carmella Amodeo (8:00 am – 9:30 am),
 Anne Dalton (9:30 am – 10:00 am)

PUBLIC PARTICIPATION

None

APPROVE MINUTES R. Harriman-Stites made a motion to approve the minutes of June 21, 2018.
 D. Cruson seconded. Minutes were unanimously approved.

UNFINISHED NEW BUSINESS

Discussion and possible action:

| Item | Reports |
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| <p>Policy 3520.13 - Student Data Protection and Privacy/Cloud-Based Issues – C. Amodeo made additional edits to updated policy from CABE – Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues. On page P3520.13(b), change “Shipman and Goodwin or the” to “current counsel” in the paragraph that starts with “The Board of Education may use....” On page P3520.13(c), change “Shipman and Goodwin or the” to “current counsel” in the 4th paragraph. On the same page, P3520.13(c), last paragraph, the policy committee and C. Amodeo questioned this section “ (4) the parent/legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, <u>sign an agreement that (A) acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and (B) authorizes the use of such Internet website, online service or mobile application.</u>” and asked for D. Peterson’s input. L. Rodrigue stated that she will have another conversation with D. Peterson about this before the next meeting. On page P3520.13(d), delete “(3)” in the last paragraph.</p> | <ul style="list-style-type: none"> • S. Connell will make the approved edits to this policy and invite C. Amodeo to attend an upcoming policy meeting. • D. Peterson and L. Rodrigue will meet before the next policy meeting to discuss signed forms at PPTS. |

Policy 6141.321 – Computers: Responsible Computer, Network and Internet Use

C. Amodeo made edits to this policy and the policy committee agreed with the original edits. On page P6141.321(b), delete “on servers or disks or stored” in the first paragraph under Expectations. The sentence will read as follows: “Users should not expect that files stored in district-provided resources will be private.”

L. Rodrigue asked that we change all “pupil / pupils” to “student / students”. There were four changes throughout the policy.

In Form 1 on page P6141.321, change the title “Acceptable Use of Technology” to “Responsible Use of Technology”.

In the Forms 2 and 3, delete “as referenced by BOE Policy 8-300” in the first sentence. R. Harriman-Stites and D. Cruson agreed that we can reference all three policies (Policy 6141.321, Policy 5131.81 and Policy 5131.82) at the end of each form.

Under the Terms of Agreement on the same page, change “responsibility” to “responsibly” in the first bullet.

- S. Connell will make the approved edits to this policy and invite C. Amodeo to attend an upcoming policy meeting.

Policy 5131.81 – Use of Electronic Devices and Policy 5131.82 – Restrictions on Publications and Written or Electronic Material – There was some discussion on merging these two policies together, however, after reviewing them, the policy committee agreed that they need to be two separate policies.

Policy 5131.81 – On page P5131.81(a), change “acceptable use ” to “responsible use” in the first paragraph, last sentence.

On the same page, under Use of Privately Owned Technological Devices, the paragraph should read as follows:

“Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Privately owned technological devices may only be used during non-instructional time when approved by administration.”

Add a note under this paragraph that states: “Use of devices are governed by the Responsible Use of Technology policy: Policy 6141.321.”

- S. Connell to invite C. Amodeo to an upcoming policy committee meeting to review and discuss these policies.

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| <p>Policy 5131.81 – Use of Electronic Devices and Policy 5131.82 – Restrictions on Publications and Written or Electronic Material (continued)</p> <p>On page P5131.81, the first sentence should read as follows: “Use of any such device for an improper purpose is prohibited. Improper purpose include, but are not limited to <u>the following:</u>”</p> <p>On the same page, add semicolons after each bullet.</p> <p>R. Harriman-Stites proposed that we merge the bullets “Taking pictures without the specific permission of the subject of the picture” and “Using a privately owned technological device....” together to make one bullet that states: <u>“Violating any school rules, including the unauthorized visual or audio recording of another individual without the permission of the individual; or”</u></p> <p>Add a statement before Sexting that says: <u>“Additional guidelines around distribution of electronic material can be found in BOE Policy 5131.81.</u></p> <p>Policy 5131.82 – R. Harriman-Stites tables this policy until C. Amodeo can review and make edits for the next policy meeting.</p> | |
| <p>School Security Officer Manual – Newtown Public Schools – R. Harriman-Stites tabled this policy until Rich Mills sends his input to S. Connell.</p> | <ul style="list-style-type: none"> • S. Connell to follow up with Rich Mills regarding potential policies to mirror the School Security Officer Manual. • S. Connell to invite M. Pompano to an upcoming policy committee meeting to review and discuss this potential policy. |

UNFINISHED OLD BUSINESS

Discussion and possible action:

| Item | Reports |
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| <p>Policy 5141.22 – Communicable/Infectious Diseases D. Peterson gave her input on this policy and agreed with the policy committee’s changes.</p> | <ul style="list-style-type: none"> • S. Connell to move this policy to the 5000 series queue. |
| <p>Policy 5141.231/418.234 – Psychotropic Drug Use - D. Peterson gave her input on the policy and regulation. She found that the regulation was not necessary. R. Harriman-Stites made a motion to remove the regulation. D. Cruson seconded.</p> | <ul style="list-style-type: none"> • S. Connell to move this policy to the 5000 series queue. |

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| <p>Policy 5141 – School Health Services – Originally, this policy was incorrectly referred to as “School District Medical Advisor”. The correct name is “School Health Services”.</p> <p>R. Harriman-Stites recommends that we change the layout of the first page for easier reading. The sentence that starts with “School health efforts shall be directed.” and bullets below should be before the subtitle “School District Medical Advisor”.</p> <p>On page P5141(h), A. Dalton noted that in currently students are required to get physicals every 13 months to participate in a sport. According to this policy, it states that “any student participating in an interscholastic sports program must have a health assessment, within the past thirteen months prior to the first training sessions. After the initial exam, repeat exams are requires <i>every two years</i>” (did the law change?) S. Connell will reach out M. Memoli for the answer.</p> <p>R. Harriman-Stites asked A. Dalton to send her edits to S. Connell for next meeting.</p> | <ul style="list-style-type: none"> • A. Dalton will email her edits to S. Connell. • S. Connell will ask M. Memoli if the law changed regarding physicals • Review and discussion on this updated policy will continue with A. Dalton’s input. |
| <p>Policy 5141.21 – Administering Medication R. Harriman-Stites tables this policy until the next policy meeting.</p> | <ul style="list-style-type: none"> • S. Connell to invite A. Dalton to attend an upcoming policy meeting. Review and discussion on this edited policy will continue with her input. |

NEW BUSINESS

Discussion and possible action:

UPDATE FROM THE SUPERINTENDENT

L. Rodrigue would like to talk about Kindergarten class size. All things being equal, it isn’t just class size that makes a difference, however, class size *does* matter at the lower level. L. Rodrigue states that she is starting to feel school Principals and staff coming forward regarding this issue. She would like to start seeing the classes with a range of 15-18 children per classroom.

R. Harriman-Stites would like to see the budgetary impact.

Kindergarten wouldn’t have as much of an impact as Grade 1 and 2 would. L. Rodrigue believes that it would be smart to start with Kindergarten.

R. Harriman-Stites would like to see a policy regarding class sizes before further discussion.

Committee asked S. Connell to find a policy or guideline that Newtown adopted regarding class sizes.

PUBLIC PARTICIPATION

None

A motion was made by R. Harriman-Stites to move Policy 5141.231/4118.234 – Psychotropic Drug Use and Policy 5141.22 – Communicable/Infectious Diseases - into the 5000 Series queue waiting for review by the Board of Education. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to postpone discussion/action on Policy 5141.21 – Administering Medication, Policy 5141 – School Health Services, Policy 3520.13 - Student Data Protection and Privacy/Cloud-Based Issues, Policy 6141.321 – Computers: Responsible Computer, Network and Internet Use, Policy 5131.81 – Use of Electronic Devices and Policy 5131.82 – Restrictions on Publications and Written or Electronic Material. D. Cruson seconded. Motion was unanimously approved.

UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING

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| Policy 3520.13 - Student Data Protection and Privacy/Cloud-Based Issues | <ul style="list-style-type: none"> To be reviewed by committee as discussed |
| Policy 6141.321 – Computers: Responsible Computer, Network and Internet Use | <ul style="list-style-type: none"> To be reviewed by committee as discussed |
| Policy 5131.81 – Use of Electronic Devices and Policy 5131.82 – Restrictions on Publications and Written or Electronic Material | <ul style="list-style-type: none"> To be reviewed by committee as discussed |

UNFINISHED OLD BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING

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| School Security Officer Manual – Newtown Public Schools | <ul style="list-style-type: none"> To be reviewed by committee as discussed |
| Policy 5141 – School Health Services | <ul style="list-style-type: none"> To be reviewed by committee as discussed |
| Policy 5141.2 Administering Medication | <ul style="list-style-type: none"> To be reviewed by committee as discussed |

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by D. Cruson. All were in favor. Meeting was adjourned at 10:07 a.m.

ADJOURNMENT

Submitted: Rebekah Harriman-Stites, Policy Committee Chair