

**BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
November 15, 2017**

Meeting was called to order at 8:00 a.m.

IN ATTENDANCE: Michelle Embree Ku, Rebekah Harriman-Stites, Lorrie Rodrigue, Carmella Amodeo (8:00 am – 8:42 am) and David Roach (9:00 am – 9:52 am)

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: M. Ku made a motion to approve the minutes of October 25, 2017.

R. Harriman-Stites seconded. Minutes were unanimously approved.

UNFINISHED OLD BUSINESS

Action	Follow-up
<p>Policy 5125 – Student Records: Confidentiality – C. Amodeo told the committee that she and L. Rodrigue went through our current Policy 5125 adopted November 16, 2016, compared it to “CABE’s revised mandated policy to consider”, and added comments/suggestions as indicated on the handout they shared with the committee. On page 5125(a) and 5125(b) there was much discussion regarding legality and language for definitions and L. Rodrigue will check with D. Petersen and R. Mills of Shipman & Goodwin for further clarification. C. Amodeo will review the regulation and R. Harriman-Stites asked that she make sure the definitions are the same in the policy and regulation. L. Rodrigue agreed that they should be repeated (so it is clear whether one is reading the policy or the regulation). C. Amodeo stated that she would be consistent with definitions for the policy and regulation, but there will probably be more definitions needed for the regulation. J. McEvoy will update “CABE’s revised mandated policy to consider” with the changes that were agreed on: page P5125(c) remove “electronic mail address” from the “Directory Information” paragraph; on that same page, #2, after “Permitting parents to inspect and review educational records,” add “or student records as defined above,”... Then on page 5125(d), # 7, after “Assuring security of student records” add “(e.g. achievement, attendance, immunization, HIV, transgender). The committee agreed that Policy 5125 discussion needs to continue at an upcoming meeting after L. Rodrigue gets input from D. Petersen and R. Mills, and C. Amodeo has time to review the regulation.</p>	<ul style="list-style-type: none"> • Policy 5125 Student Records: Confidentiality – L.Rodrigue to check with D. Petersen and R. Mills regarding legality and language in “CABE’s revised mandated policy to consider”, as regards her and C. Amodeo’s comments/suggestions when comparing with our current policy 5125 adopted November 16, 2016. C. Amodeo will review the regulation for policy 5125 and return to an upcoming committee meeting to discuss. J. McEvoy to update “CABE’s revised mandated policy to consider” with agreed upon edits as indicated.

<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students, and our current policy 7-409.1 – Title I Parent Involvement. L. Rodrigue stated that she and the PTSA members reviewed CABE’s Policy 6172.4 versions and thought the information was good and clear. However, they felt that a lot of the information related to all students and that they hoped this wasn’t just supposed to be for Title I students. PTSA members felt that there should be a Parent and Family Engagement Policy for ALL students, not just for Title I students. L. Rodrigue felt that they had a valid point. R. Harriman-Stites asked, “What is the current practice for Title I Students? Is there an annual meeting and at least 3 other meetings during the year (as noted in the CABE policy)? She and M. Ku questioned if it might be possible to have a Parent and Family Engagement Policy for all students and have a Title I section. L. Rodrigue asked that policy 6172.4 be put on hold so that she could first check with D. Petersen about current Title I practice and then discussion could continue regarding how to proceed with this policy, possibly to include all students and a section for Title 1.</p>	<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – L. Rodrigue to check with D. Petersen regarding current Title I practice and discussion on this policy will continue at an upcoming committee meeting.</p>
<p>Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities – L. Rodrigue reported to the committee that she has again met with Matt Memoli and he is revising the regulation. He will be sending it to her when it is ready.</p>	<ul style="list-style-type: none"> • Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities. M. Memoli will be sending the revised regulation for this policy to L. Rodrigue and she will update the committee.

UNFINISHED NEW BUSINESS

Action	Follow-up
<p>Proposed Home Schooling Policy and Regulation 6172.3 (from the State of Connecticut) – L. Rodrigue followed up on CIAC rules about policies for home schooled students and the following is the verbiage taken directly from the CIAC rules on athletic eligibility for home schooled students. “Home Schooled Students Participation on a CIAC school’s interscholastic team is extended only to student-athletes whose program is under the direct supervision of a CIAC member school. Home schooled students are not eligible to participate on CIAC schools’ interscholastic teams.” These two sentences are to replace the sentence beginning “Newtown Public Schools will adhere...” in #8 in the regulation for this policy on page R6172.3(a). Also to be included in the regulation is Form 1 for R6172.3 (taken from Hamden Public Schools sample provided by CABE) – “Notice of Intent Instruction of Student at Home” with agreed upon edits. M. Ku stated that policy 6172.3 could be moved forward to the BOE for review when there are other non-5000 policy series ready to go.</p>	<ul style="list-style-type: none"> • Proposed Home Schooling Policy and Regulation 6172.3, with agreed upon edits, is approved to move forward to the BOE for review when the committee decides to send it with other non-5000 series policies.

<p>Policy 3541 – Transportation - L. Rodrigue spoke with T. Einhorn and J. Ross regarding the results of their research as to whether other middle schools have a policy on “walkers”. She stated that every single middle school they looked at had a process, and some didn’t allow it at all. She has also discussed this with the A-Team and the consensus is that there needs to be a process put in place for walkers. She stated that parents need to be encouraged to “own it” by signing it. L. Rodrigue will form a group (will include T. Einhorn and J. Ross, and with advice of counsel) to establish a protocol with forms and then bring this back to the committee in order to form a policy.</p>	<ul style="list-style-type: none"> • Policy 3541 – Transportation - L. Rodrigue will put together a group, to include T. Einhorn and J. Ross, and with advice of counsel establish a protocol with forms for “walkers”. She will then bring this back to the committee for discussion regarding establishing a policy. • Also need to get best practice in place for Hawley for C. Moretti.
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NEW BUSINESS

Action	Follow-up
<p>Proposed Policy Committee Meeting Dates for 2018 – M. Ku requested that discussion on policy committee meeting dates for 2018 be postponed until the new members of the BOE are in office and to see if there are any policy committee member changes.</p>	<ul style="list-style-type: none"> • Proposed Policy Committee Meeting Dates for 2018 – Discussion on proposed policy committee meeting dates for 2018 postponed until new members of the BOE are in office and policy committee membership is decided.
<p>Discussion regarding CABE dropping the history of NPS policy date approvals and revisions when we submit a policy to them. Committee decided that they want CABE to keep in the NPS policy date approvals and revisions. J. McEvoy will notify CABE of this.</p>	<ul style="list-style-type: none"> • The committee members agreed that they didn’t want CABE removing the history of NPS policy date approvals and revisions (when we submit a policy to them). J. McEvoy to notify CABE that the policy committee wants to keep the NPS policy date approvals and revisions in their policies when they are processed by CABE.
<p>Policy 5119 - Transfers; Withdrawals – The committee reviewed the Regulation for Policy 5119 sent by CABE (they said that they had no policy to send us) and questioned whether it was necessary. L. Rodrigue feels that there is not a need for a policy for this as the information can be included in other things. D. Roach agreed and stated that “It’s the law”.</p>	<ul style="list-style-type: none"> • Policy 5119 – Transfers; Withdrawals – The committee decided that there wasn’t a need for this policy.
<p>Policy 5120 – Progress Records. (CABE sent Policy 5124 - Reporting to Parents - instead of Policy 5120 for our review) – The committee felt that this policy wasn’t needed.</p>	<ul style="list-style-type: none"> • Policy 5120 – Progress Records (CABE sent Policy 5124 – Reporting to Parents – instead of Policy 5120 for our review). The committee decided that there wasn’t a need for either policy.
<p>Policy 5121 – Examination/Grading – The committee members agreed that this policy was outdated and unnecessary.</p>	<ul style="list-style-type: none"> • Policy 5121 – Examination/Grading – The committee decided that there wasn’t a need for this policy.
<p>Policy 5121.1 – High School Mid-Year and Final Examinations</p>	<ul style="list-style-type: none"> • Policy 5121.1 – High School Mid-Year and Final Examinations

<p>Policy 5121.2 – Honor Roll - The committee members questioned if there was a need for a policy about Honor Roll? The one that CAFE sent is outdated. D. Roach stated that a lot of this information is in the Student Handbook. He said that there is always an issue regarding midterm exemption for seniors who have a 90 grade point average or above. R. Harriman-Stites asked if this policy should be updated? D. Roach said that it's in the handbook. L. Rodrigue asked if the National Honor Society is in our policies and R. Harriman-Stites stated that it is not. M. Ku said that it would be good to have a conversation about Honor Roll. When it's published, there are always people who question how it is determined. R. Harriman-Stites agreed that the NHS and NMS Handbook should be looked at. L. Rodrigue stated that she would do this. Discussion on this policy to continue at an upcoming meeting.</p>	<ul style="list-style-type: none"> • Policy 5121.2 – Honor Roll – L. Rodrigue will look at the NHS and NMS Student Handbooks as regards Honor Roll. Discussion on this policy to continue at an upcoming meeting.
<p>Policy 5121.3 – Academic Dishonesty/Plagiarism (Cheating) – NPS Policy on Cheating is 7-410 and was adopted 10/12/99. R. Harriman-Stites stated that she likes CAFE's "A succinct and revised version of this policy on this topic". The committee members agreed and D. Roach stated that it's similar to what's in the handbook. R. Harriman-Stites suggested that the last sentence from "Hamden's version of this policy" be added in after the first sentence in the 3rd paragraph of the "succinct and revised version". That sentence reads, "'Due process' must be provided to students accused of cheating." In the 4th paragraph, remove the 2nd sentence which reads, "Rules will be reviewed by the Board of Education and the Superintendent of Schools. This was agreed on by all the committee members. M. Ku stated that it can be moved forward to the BOE for review when others that are in the queue for the 5000 policy series are sent forward as a group.</p>	<ul style="list-style-type: none"> • Policy 5121.3 – Academic Dishonesty/Plagiarism (Cheating) – The committee decided that this policy is approved to move forward to the BOE for review when others that are on hold with the 5000 series are sent forward as a group.

UPDATE FROM THE SUPERINTENDENT

<p>Virtual Academy School within Unified School District #2 – opened by Department of Children and Families (DCF) on 2/1/16. L. Rodrigue received e-mail request from Virtual Academy School asking that our district forward any policies or procedures that currently exist relation to our “online learning or competency-based educational programs. The committee members agreed that we don’t have any online policies/procedures to send to DCF...we’re not there yet. L. Rodrigue said that “Online learning is the way we’re moving and she feels that NPS should have a policy on this.” She shared with the committee that she wrote something a year ago regarding this and will try to find it. D. Roach shared an example case where a student is not home schooled and needs credits. The student needs to be educated somehow and this could be an avenue for them. M. Ku stated that we should develop a policy or get a policy from CABE regarding this. L. Rodrigue will check to see what’s in the NHS Student Handbook and discussion on this will continue at an upcoming committee meeting.</p>	<ul style="list-style-type: none"> • Newtown Public Schools online policies/procedures request from Virtual Academy School. J. McEvoy will request possible policies from CABE regarding this and L. Rodrigue will check to see what’s in the NHS Student Handbook. Discussion will then continue at an upcoming committee meeting.
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A motion was made by M. Ku to forward Policy and Regulation 6172.3 – Home Schooling, with approved edits, to the Board of Education for review with the next group of non-5000 series policies; and to forward Policy 5121.3 – Academic Dishonesty/Plagiarism (Cheating), with approved edits, to the Board of Education for review with other 5000 series policies that are “in the queue” to send to CABE. R. Harriman-Stites seconded. Motion was unanimously approved.

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

<p>Policy 5125 – Student Records: Confidentiality - Discussion to continue at an upcoming meeting after L. Rodrigue gets input from D. Petersen and R. Mills, and C. Amodeo has time to review the regulation.</p>	<ul style="list-style-type: none"> • Policy 5125 – Student Records: Confidentiality L.Rodrigue to check with D. Petersen and R. Mills regarding legality and language in edits suggested by her and C. Amodeo. C. Amodeo will review the regulation for policy 5125 and return to an upcoming committee meeting to discuss. J. McEvoy to update “CABE’s revised mandated policy to consider” with agreed upon edits as indicated.
<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students - L. Rodrigue to check with D. Petersen regarding current Title I practice and discussion on this policy will continue at an upcoming committee meeting.</p>	<ul style="list-style-type: none"> • Policy 6172.4 – Parent and Family Engagement Policy for Title I Students - L. Rodrigue will check with D. Petersen about current Title I practice and then discussion will continue regarding how to proceed with this policy, possibly to include all students and a section for Title 1.
<p>Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities – M. Memoli is continuing to revise the regulation for this policy.</p>	<ul style="list-style-type: none"> • Policy 5114.21 – Conduct Code for Participation in Extracurricular Activities – M. Memoli will send revised regulation to L. Rodrigue and she will update committee.

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

<p>Policy 3541 – Transportation – Discussion to continue on policy for “walkers” after L. Rodrigue meets with group to establish a protocol with forms.</p>	<ul style="list-style-type: none"> • Policy 3541 – Transportation - L. Rodrigue will put together a group and, with advice of counsel, establish a protocol with forms for “walkers”. She will then bring this back to the committee for discussion regarding establishing a policy.
<p>Proposed Policy Committee Meeting Dates for 2018 – Discussion will continue on proposed meeting dates at an upcoming meeting.</p>	<ul style="list-style-type: none"> • Proposed Policy Committee Meeting Dates for 2018 – Discussion on proposed policy committee meeting dates for 2018 postponed until new members of the BOE are in office and policy committee membership is decided.
<p>Policy 5121.2 – Honor Roll – Discussion on this policy to continue at an upcoming meeting.</p>	<ul style="list-style-type: none"> • Policy 5121.2 – Honor Roll – L. Rodrigue will look at the NHS and NMS Student Handbooks as regards Honor Roll. Discussion on this policy to continue at an upcoming meeting.
<p>Virtual Academy School within Unified School District #2 – Discussion will continue regarding consideration of online policies/procedures for Newtown Public Schools.</p>	<ul style="list-style-type: none"> • Newtown Public Schools online policies/procedures request from Virtual Academy School. J. McEvoy will request possible policies from CAFE regarding this and L. Rodrigue will check to see what’s in the NHS Student Handbook. Discussion will then continue at an upcoming committee meeting.

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 9:52 a.m.

Submitted: Michelle Ku, Policy Committee Chair