

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
January 24, 2018

Meeting was called to order at 8:04 a.m.

IN ATTENDANCE: Carmella Amodeo (8:32 am – 8:47 am), Dan Cruson, Rebekah Harriman-Stites, Abby Hill and Lorrie Rodrigue

PUBLIC PARTICIPATION:

Abby Hill, 157 Boggs Hill Road, Newtown, Connecticut. Abby is Founder and Director of the Exceptional Partner Service Dogs.

- Abby gave the Committee a handout regarding the Americans with Disabilities Act and how it affects you if you have allergies or asthma. She also shared a handout titled “Service Animals in the Workplace” from the U.S. Department of Labor.
- Abby told the Committee that service dogs are protected by the Americans with Disabilities Act and that there are no certificates for this. There is a lot of misinformation about this and fake certificates are given online. She explained the difference between service dogs and comfort dogs.

APPROVAL OF MINUTES: R. Harriman-Stites made a motion to approve the minutes of January 10, 2018. D. Cruson seconded. Minutes were unanimously approved.

UNFINISHED OLD BUSINESS

Action	Follow-up
<p>Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – Deb Petersen was unable to attend this meeting but will give her recommendations at the February 7, 2018 policy meeting.</p>	<ul style="list-style-type: none"> • Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – Deb Petersen will attend the February 7, 2018 policy committee meeting to give her recommendations on this policy and continue the discussion.

UNFINISHED NEW BUSINESS

Discussion and possible action:

Action	Follow-up
<p>Policy 6172.6 – Distance Education – Virtual/Online Courses – Edits were made to this policy by the committee. On page P6172.6(a), begin with the District Mission Statement. Then after the 3rd paragraph, add the first paragraph on page P6172.6(b) beginning with “The Board of Education recognizes...” Next, in the last paragraph on page P6172.6(a), delete “If the drop-out rate of the District is determined to be 8% or higher in the previous school year,” and make the 1st sentence, “The Board of Education shall establish an on-line credit recovery program...”. In the next sentence delete “must” and substitute “may”. In the 3rd sentence delete “Each” and replace it with “The” and after “high school” delete</p>	<ul style="list-style-type: none"> • Policy 6172.6 – Distance Education – Virtual/Online Courses - The committee approved this policy, with agreed upon edits, to be put in the non-5000 policy series queue waiting to go forward to the BOE for review.

Policy 6172.6 – Distance Education – Virtual/Online Courses (continued) -

“within the District” so it will now read “The high school shall designate, from existing staff,... On page P6172.6(b) 4th paragraph, starting with “High School students may, (delete “also”) earn (add) academic credits to be applied toward graduation requirements by completing online courses through agencies approved by the Board.” Delete the rest of that paragraph and, on that same page, delete #9. On page P6172.6(d), delete the 3rd bulleted item under the 1st paragraph, beginning with “No more than one credit may be earned...”.

The committee members agreed that Policy 6172.6, with the above edits, shall be put in the queue with the other non-5000 policies to move forward to the BOE for review.

Policy 5111.1 – Foreign Exchange Students and Policy 7-106 – Nonresident or Tuition Students –

L. Rodrigue discussed with the committee the needed edits needed for Policy 5111.1. In the first sentence on P5111.1(a), delete “the American Field Service or by Cultural Homestay International” and add “approved international exchange program or other Department of State recognized programs,”. It will now read “Students from foreign countries, whose residence in Newtown is sponsored by a local service club, approved international exchange program or other Department of State recognized programs, may be enrolled in the appropriate school for not more than one year...” The committee approved Policy 5111.1 (with agreed upon edits and no regulation) to move back into the 5000 policy series queue waiting to go forward to the BOE for review. Current Newtown Policy 7-106 is to be replaced by Policy 5118 (which was also currently in the 5000 policy series queue) and a similar edit is needed. On page P5118(b) in the 1st sentence under “Foreign Exchange Students”, delete “Cultural Homestay International or by the American Field Service” and add “approved international exchange program or other Department of State recognized programs”. The committee approved Policy 5118 – Nonresident or Tuition Students, with agreed upon edits and appropriate regulation forms, to move back into the 5000 policy series queue waiting to go forward to the BOE for review. The committee members need to discuss how tuition for employees compares to other districts in the DIRG.

• Policy 5111.1 – Foreign Exchange Students and Policy 7-106 – Nonresident or Tuition Students –

The committee approved Policy 5111.1 with approved edits and no regulation, and Policy 5118 (replacement for Policy 7-106) with approved edits and appropriate regulation forms, to move back into the 5000 policy series queue waiting to go forward to the BOE for review. The committee members need to discuss how tuition for employees compares to other districts in DRG.

<p>Policy 5145.53 – Transgender and Gender Non-Conforming Youth – Based on her research, C. Amodeo recommended that on page P5145.53(b), the last sentence should end after “private information”. The rest of that sentence needs to be deleted. This will now read: “Transgender and gender non-conforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.” On page P5145.53(c), in the 2nd sentence under “Official Records”, delete “written” and add “student” after non-conforming. The sentence is to end there and delete the rest “student’s parent, or the student if over the age of eighteen”. (Carm couldn’t find anything in her research that gave an age.) The sentence will now read: “The District will change a student’s official record to reflect a change in name or gender upon request by a transgender or gender non-conforming <u>student</u>.” In the next sentence add a comma after “manner,” and add “separate from the cumulative folder,” and continue the sentence as is. The committee approved the edits and agreed to move Policy 5145.53 (which is a current Newtown Policy dated November 1, 2016) to the policy 5000 series queue waiting to go forward to the BOE for review.</p>	<ul style="list-style-type: none"> • Policy 5145.53 – Transgender and Gender Non-Conforming Youth – The committee approved C. Amodeo’s edits and agreed to move Policy 5145.53 (which is a current Newtown Policy dated November 1, 2016) to the policy 5000 series queue waiting to go forward to the BOE for review.
<p>New Bylaw 9327.1 – Board Member Use of Social Media – The committee agreed to table the discussion on Bylaw 9327.1 for another time.</p>	<ul style="list-style-type: none"> • New Bylaw 9327.1 – Board Member Use of Social Media – The committee agreed to table the discussion on Bylaw 9327.1 for another time
<p>Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12 – The committee reviewed Policy and Regulation 6172.3 – Home Schooling (that has been approved and in the queue waiting to go forward to the BOE for review) in reference to this policy. It was approved to move Policy 5122, with the already added reference to the Home Schooling policy on page P5122(b) – “(cf.6172.3 – Home Schooling)” into the 5000 series queue waiting to go forward to the BOE for review. L. Rodrigue stated that she would like to remove “Teacher’s methods of assessment of student progress: ____” from R6172.3 Form 1. The committee members agreed that it should be removed.</p>	<ul style="list-style-type: none"> • Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12 - The committee reviewed Policy and Regulation 6172.3 – Home Schooling (that has been approved and in the queue waiting to go forward to the BOE for review) in reference to this policy. It was approved to move Policy 5122, with the already added reference to the Home Schooling policy on P5122(b) – “(cf.6172.3 – Home Schooling)” into the 5000 series queue waiting to go forward to the BOE for review. J. McEvoy will remove the line “Teacher’s methods of assessment of student progress: ____” from R6172.3 Form 1.
<p>Policy 5122.1 – Choice of Studies/Academic Load – CABE didn’t have any policies to review.</p>	<ul style="list-style-type: none"> • Policy 5122.1 – Choice of Studies/Academic Load – CABE didn’t have any policies to review.

<p>Policy 5122.2 – Pupil Placement Team – CABE didn't have any policies to review.</p>	<p>• Policy 5122.2 – Pupil Placement Team – CABE didn't have any policies to review.</p>
<p>Policy 5122.3 – Assignment of Former Home-Schooled Students to Classes – R. Harriman-Stites told the committee that when a suggested policy says “A sample policy to consider” (as in this instance) the question she asks is “Is this a policy we need or has the information been covered in previous policies?” The committee members felt it was a needed policy and it was decided to remove the last sentence in the first paragraph on page P5122.3(a) beginning with, “In the event that the parent/guardian...” Next the committee decided to delete “Alternate language to consider:” and everything under it on page P5122.3(a) but include the paragraph on P5122.3(b) starting with “Credit approval shall be granted when...” R. Harriman-Stites asked L. Rodrigue to review the regulation and discussion to continue at an upcoming meeting.</p>	<p>• Policy 5122.3 – Assignment of Former Home-Schooled Students to Classes – J. McEvoy to make approved edits to policy and L. Rodrigue to review the regulation and discussion to continue at an upcoming meeting.</p>
<p>Policy 5122.4 – Staff Teachers/Servicing His/Her Own Child – The committee decided that this policy was not needed.</p>	<p>• Policy 5122.4 – Staff Teachers/Servicing His/Her Own Child – The committee decided that this policy was not needed.</p>
<p>Policy 5123 – Promotion/Acceleration/Retention and NPS Current Policy 7-105- The committee decided that the NPS Policy 7-105 was very outdated and that the CABE policy should be reviewed to replace it. L. Rodrigue stated that she would review it with the A-Team. R. Harriman-Stites pointed out that the Aspiring Administrators group is also a good resource for working on policy. L. Rodrigue agreed but wants the A-Team to look at this policy and regulation.</p>	<p>• Policy 5123 – Promotion/Acceleration/Retention and NPS Current Policy 7-105 – The committee decided that the NPS Policy 7-105 was very outdated and that the CABE policy should be reviewed to replace it. L. Rodrigue will review policy and regulation with the A-Team and bring it back to an upcoming meeting for discussion.</p>
<p>Policy 5123.1 – Supervision Required for Schools Designated as Needing Improvement – R. Harriman-Stites stated that she doesn't think this policy is needed as we're not an Alliance District. L. Rodrigue and D. Cruson agreed that none of this would apply. It was decided that if we ever got close to being an Alliance District, this policy could be revisited.</p>	<p>• Policy 5123.1 – Supervision Required for Schools Designated as Needing Improvement – The committee decided that this policy is not needed at this time. If we ever got close to being an Alliance District, this policy could be revisited.</p>
<p>Policy 5123.2 – Summer Work or Credit – D. Cruson noted that this policy has a credit limit on it and we don't want to do that. L. Rodrigue stated that the policy should be more current if we decide to use it – should deal with online courses, etc. R. Harriman-Stites asked J. McEvoy to see if NPS already has a Summer School Policy. This policy, and any NPS policy, will be brought back to an upcoming meeting for further discussion.</p>	<p>• Policy 5123.2 – Summer Work or Credit – J. McEvoy to check to see if NPS already has a Summer School Policy. This policy, and any NPS policy, will be brought back to an upcoming meeting for further discussion.</p>

<p>Policy 5123.3 – Graduation Ceremonies – R. Harriman-Stites asked J. McEvoy to see if NPS has a policy on this. As regards to the 3rd paragraph on CABE’s page P5123.3(a) which speaks to notifying all students of the “requirements and obligations that must be met in order to graduate”, and notifying individual students who “are not or may not be eligible to participate in graduation ceremonies”, as well as their parents, by certified mail by a certain date... D. Cruson asked if there is a notification system in place at NHS? L. Rodrigue said, “yes, not by certified mail but they are notified multiple times”. The committee decided that D. Roach should be given this policy to review. J. McEvoy will invite him to attend an upcoming meeting and discussion will continue on this policy.</p>	<ul style="list-style-type: none"> • Policy 5123.3 – Graduation Ceremonies – J. McEvoy to see if NPS has a policy on this. She will also send CABE’s Policy 5123.3 to D. Roach for review and invite him to attend an upcoming meeting. Discussion will continue on this policy.
<p>Policy 5124.1 – District/School Report Cards – R. Harriman-Stites noted that this CABE policy is outdated as it states, “An optional policy outlining the legal requirement of NCLB...”. This is no longer in use and it was replaced by the “Every Student Succeeds Act (ESSA) in 2015. J. McEvoy will request an updated policy from CABE and give to J. Davila for review. The committee asked that J. Davila be invited to an upcoming meeting to discuss this policy.</p>	<ul style="list-style-type: none"> • Policy 5124.1 – District/School Report Cards – J. McEvoy will request an updated policy from CABE and give to J. Davila for review. J. McEvoy will invite J. Davila to an upcoming meeting to discuss this policy.
<p>Policy 5124.2 – Release of Report Cards – L. Rodrigue stated that she and C. Amodeo would review this policy along with recently revised Policy and Regulation 5125 – Student Records; Confidentiality.</p>	<ul style="list-style-type: none"> • Policy 5124.2 – Release of Report Cards – L. Rodrigue will meet with C. Amodeo to review this policy along with recently revised Policy and Regulation 5125 – Student Records; Confidentiality.

NEW BUSINESS

Discussion and possible action:

<p>Newtown Service Dog Policy Proposal – The committee thanked A. Hill for her proposal and all the information she provided. L. Rodrigue said that one of the policies would be a good starting point. She also stated that administrators know that they have to make accommodations for students with service animals or students with allergies. However she feels that there’s so much good information in A. Hill’s proposal that will increase their understanding. R. Harriman-Stites and D. Cruson agreed that A. Hill’s proposal is important information for teachers, administrators and everyone to have. R. Harriman-Stites and L. Rodrigue stated that first we have to comply with the visitor policy. D. Cruson agreed and told A. Hill, “If I walk into one of our school buildings, I have to have a reason”.</p>	<ul style="list-style-type: none"> • Newtown Service Dog Policy Proposal – L. Rodrigue will forward the policy that was chosen by the committee, the Cherry Hill Board of Education District Policy – Service Animals – to Shipman & Goodwin for review. Discussion on this policy will continue at the next committee meeting on February 7, 2018.
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**Newtown Service Dog Policy Proposal
(continued) –**

L. Rodrigue agreed and gave the example that former NHS graduates are not allowed to just walk in...D. Cruson asked A. Hill if the designation “Emotional Support Animal” is a real one? She answered that, “Yes, it’s for flying and for housing but the only dogs that are protected by the ADA are service dogs.” A. Hill gave the following example: If a staff member is training a service dog on their own, they can’t bring it into a school. However, if they’re doing it for an organization, like Guiding Eyes for the Blind, the dog is legally allowed to be brought into the school.

There was discussion regarding the various policies and proposals. No one liked any of the CABA Policies 6163.32 – Service Animals (including Guide or Assistance Dogs). A. Hill suggested the Cherry Hill Board of Education District Policy and the committee members agreed that they liked this best. L. Rodrigue will forward this policy to Shipman and Goodwin for review. R. Harriman-Stites stated that employees should be part of the policy and D. Cruson agreed that it should cover everyone - students, visitors, staff, employees, security, parents etc. ...!

A. Hill told the committee that if you look at the Equal Opportunity law, there is nothing written about employees. You have to go to the ADA.

R. Harriman-Stites stated that we need to be compliant with the ADA.

L. Rodrigue said that we definitely need regulations for this policy and she likes A. Hill’s chart and questions. A. Hill pointed out that she wrote this proposal with input from the Southwest ADA Association. L. Rodrigue had a concern with the statement in A. Hill’s proposal (2nd paragraph, 1st sentence under “Service Dogs”), “All students or employees are asked to give their school principal (corrected spelling) 10 days written notice before bringing their service dog during school hours.” Is this enough time? A. Hill stated that we can put any time we want but accommodations have to be given.

All committee members agreed that this policy is extremely important! R. Harriman-Stites thanked A. Hill for her help and openness in working through this and bringing it to the committee’s attention. Discussion on this policy will continue at the next committee meeting.

UPDATE FROM THE SUPERINTENDENT

None

A motion was made by R. Harriman-Stites to move Policy 6172.6 – Distance Education – Virtual/Online Courses and Policy 6172.3 – Home Schooling to the non-5000 series queue waiting to go forward to the BOE for review, and also Policy 5111.1 – Foreign Exchange Students, Policy 5118 – Nonresident or Tuition Students, Policy 5122 – Assigning Students to a Teacher and Classes in Grades K-12, and Policy 5145.53 – Transgender and Gender Non-Conforming Youth to the 5000 series queue waiting to go forward to the BOE for review. R. Harriman-Stites seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to postpone discussion/action on Policies 6172.4 - Parent and Family Engagement Policy for Title I Students, New Bylaw 9327.1 – Board Member Use of Social Media, Policy 5122.3 – Assignment of Former Home-School Students to Classes, Policy 5123 – Promotion/Acceleration/Retention, Policy 5123.2 – Summer Work for Credit, Policy 5123.3 – Graduation Ceremonies, Policy 5124.1 – District/School Report Cards, Policy 5124.2 – Release of Report Cards and the Newtown Service Dog Policy Proposal (Policy 6163.32). R. Harriman-Stites seconded. Motion was unanimously approved.

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

Policy 6172.4 – Parent and Family Engagement Policy for Title I Students – D. Petersen will attend the February 7, 2018 policy committee meeting and discussion will continue on this policy.	• Policy 6172.4 – Parent and Family Engagement Policy for Title I Students - D. Petersen will attend the February 7, 2018 policy committee meeting and discussion will continue on this policy.
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UNFINISHED NEW BUSINESS – DISCUSSION/ACTION POSTPONED TO A FUTURE MEETING:

Policy 5122.3 – Assignment of Former Home-School Students to Classes - L. Rodrigue to review the regulation and discussion to continue at an upcoming meeting.	• Policy 5122.3 – Assignment of Former Home-School Students to Classes - L. Rodrigue to review the regulation and discussion to continue at an upcoming meeting.
Policy 5123 – Promotion/Acceleration/Retention – L. Rodrigue will review policy and regulation with the A-Team and bring it back to an upcoming meeting for discussion.	• Policy 5123 – Promotion/Acceleration/Retention – L. Rodrigue will review policy and regulation with the A-Team and bring it back to an upcoming meeting for discussion.
Policy 5123.2 – Summer Work for Credit – This policy, and any NPS policy if found, will be brought back to an upcoming meeting for further discussion.	• Policy 5123.2 – Summer Work for Credit – This policy, and any NPS policy if found, will be brought back to an upcoming meeting for further discussion.
Policy 5123.3 – Graduation Ceremonies – D. Roach will be sent this policy for review (and any NPS policy if found) and will be invited to attend an upcoming meeting. Discussion will continue on this policy.	• Policy 5123.3 – Graduation Ceremonies – D. Roach will be sent this policy for review (and any NPS policy if found) and J. McEvoy will invite him to attend an upcoming meeting. Discussion will continue on this policy

<p>Policy 5124.1 – District/School Report Cards - J. McEvoy will request an updated policy from CABE and give to J. Davila for review. J. McEvoy will invite J. Davila to an upcoming meeting to discuss this policy.</p>	<p>• Policy 5124.1 – District/School Report Cards – J. McEvoy will request an updated policy from CABE and give to J. Davila for review. J. McEvoy will invite J. Davila to an upcoming meeting to discuss this policy.</p>
<p>Policy 5124.2 – Release of Report Cards – L. Rodrigue will meet with C. Amodeo to review this policy along with recently revised Policy and Regulation 5125 – Student Records; Confidentiality.</p>	<p>• Policy 5124.2 – Release of Report Cards – L. Rodrigue will meet with C. Amodeo to review this policy along with recently revised Policy and Regulation 5125 – Student Records; Confidentiality.</p>
<p>Newtown Service Dogs Proposal (P6163.32) – L. Rodrigue will forward the policy that was chosen by the committee, the Cherry Hill Board of Education District Policy – Service Animals – to Shipman & Goodwin for review. Discussion on this policy will continue at the next committee meeting on February 7, 2018.</p>	<p>• Newtown Service Dogs Proposal (P6163.32) – L. Rodrigue will forward the policy that was chosen by the committee, the Cherry Hill Board of Education District Policy – Service Animals – to Shipman & Goodwin for review. Discussion on this policy will continue at the next committee meeting on February 7, 2018.</p>

PUBLIC PARTICIPATION:

None

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 9:55 a.m.

Submitted: R. Harriman-Stites, Policy Committee Chair