

BOE Policy Committee Minutes
August 29, 2018, 8:00 am – 10:00 am
Municipal Building, Shared Meeting Room One
3 Primrose Street, Newtown, CT 06470

CALL TO ORDER Meeting was called to order at 8:01 a.m.

IN ATTENDANCE

Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue, Anne Dalton (8:00 am – 9:30 am), Matt Memoli (8:30 am – 9:00 am), Kim Longobucco (9:00 am – 9:15 am), Mark Pompano (9:20 am – 9:40 am) and Carmella Amodeo (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:

Action	Follow- Up
<p>Policy 5141.21 – Administering Medication A.Dalton liked the “A mandated policy to consider” by CABE and the Policy Committee agreed. Committee members made edits to this policy. On page P5141.21(f), delete “school principal” and change “shall” to “may” in the 2nd paragraph that starts with “<u>The school nurse or school principal shall select...</u>”. Then delete “or principal” (The nurse or principal must have....”) in the same paragraph. A.Dalton asked if it was legally mandated to have the school nurse and School Medical Advisor attest that the qualified school employee has completed training to administer medication. R. Harriman-Stites found that it was in the “Shipman & Goodwin” version and it is legally mandated. On Page P5141.21(h), 4th paragraph, delete the sentence, in italics, starting with “<i>Optional: The selected staff member is also required....</i>” On Page P5141.21(i), under the title Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events, delete the end of the sentence “for select students for whom self-administration plans are not viable options as determined by the school nurse.”</p>	<ul style="list-style-type: none"> • S. Connell will make the approved edits to this policy and invite A. Dalton to attend an upcoming policy meeting. Review and discussion on this policy will continue with her input. • L. Rodrigue will determine where it is best to put the annual reminder for parents regarding administering epinephrine.

<p>Policy 5141.21 – Administering Medication (continued) On page P5141.21(j), in the second paragraph, delete “to the coach or licensed athletic trainer” in the sentence starting with “<u>Parents are responsible for...</u>”. Then delete the 3rd paragraph starting with “Medications to be use in athletic events...”</p> <p>On the bottom of page P5141.21(k), delete the “Note” that starts with “<u>The regulations indicate that...</u>”</p> <p>In reference to the paragraph that’s starts with “<u>The parent/guardian of a student may submit, in writing, to the school nurse...</u>” on page P5141.21(k), A. Dalton noted that the District needs to notify the parents/guardians annually to provide a written notice that epinephrine shall not be administered to his/her child permitted by statue. L. Rodrigue said that she would determine if it is best to put on the District website.</p>	
<p>Policy 5141.22 – Communicable/Infectious Diseases L. Rodrigue questioned who “The Planning and Placement Team” were and stated that she will need to speak with Deb Peterson regarding Section 504.</p> <p>Delete the last paragraph on page P5141.22(a) that starts with “<u>The District will include as part of.....</u>”</p>	<ul style="list-style-type: none"> • L. Rodrigue and D. Peterson will review this policy and give her input at an upcoming policy meeting.
<p>Policy 5141.231/418.234 – Psychotropic Drug Use - R.Harriman-Stites tabled this policy until D.Peterson can review the policy. Committee Members are looking for input regarding the Regulation for this policy.</p>	<ul style="list-style-type: none"> • S. Connell to invite A. Dalton and D. Peterson to attend an upcoming policy meeting. Review and discussion on this policy will continue with their input.
<p>Policy 5141 – School Medical Advisor – R. Harriman-Stites tabled this policy until A.Dalton can review updates from CAFE and make edits for 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 updated policy will continue with A. Dalton’s input.

UNFINISHED OLD BUSINESS

Discussion and possible action:

Item	Reports
<p>Policy 5131.91 – Hazing – M. Memoli and L. Rodrigue made edits to this policy prior to the 8/29 policy meeting.</p> <p>In the 1st paragraph, change “orderly” to “inclusive”. On page P5131.91(c), under the title Reporting Requirement, the first sentence should read as follows: “School personnel who become aware of hazing or related initiation activity shall report such incident immediately to the immediate supervisor and/or Principal so that the incident can be promptly investigated and so that appropriate action can be taken.”</p> <p>In the 2nd paragraph, delete “become aware of hazing and”. Then delete the 3rd paragraph, starting with “Students who observe hazing...”</p>	<ul style="list-style-type: none">• S.Connell to make approved edits to this policy and then move it to the 5000 series queue.

UNFINISHED OLD BUSINESS (continued)

Discussion and possible action:

Item	Report
<p>Policy 3515.2– Vehicles Parked on School Property by Students and Employees – (CABE Policy 5131.3 – Student Driving/Parking was initially reviewed but it was decided that no further action was needed)</p> <p>K. Longobucco told committee members that she approved of D. Roach’s edits and committee members agreed.</p> <p>D. Cruson asked if it was necessary to have the dollar amount for the fee in the policy and L. Rodrigue answered that we do need to so students and parents can refer to the policy for their information.</p> <p>R. Harriman-Stites asked that this policy be moved forward to the BOE meeting on September 18, 2018.</p> <p>S. Connell will get policy to K. June.</p>	<ul style="list-style-type: none">• S. Connell will send to K. June for review by the Board of Education at their September 18, 2018 meeting for their first read.
<p>Current NPS Policy 3541.35 – Emergencies; Safety – Transportation/Procedures to be Followed in the Event of an Accident to a Bus</p> <p>A. Dalton wanted to clarify that the nurse will assess students upon arrival at school, but all communication with parents will be through a school administrator. Committee members agreed.</p> <p>R. Harriman-Stites asked that this policy be moved forward to the BOE meeting on September 18, 2018.</p> <p>S. Connell will get policy to K. June.</p>	<ul style="list-style-type: none">• S. Connell will send to K. June for review by the Board of Education at their September 18, 2018 meeting for their first read.

<p>Policy 3520.13 - Student Data Protection and Privacy/Cloud-Based Issues – R.Harriman-Stites tabled this policy until D.Peterson can review the policy.</p>	<ul style="list-style-type: none"> • S. Connell to invite C. Amodeo and D. Peterson to an upcoming policy committee meeting to review and discuss these updates.
<p>Policy 6141.321 – Computers: Responsible Computer, Network and Internet Use Discussion on this policy to replace current NPS Policy 8-300 – Acceptable Use of Technology. R.Harriman-Stites tabled this policy until the next policy meeting.</p>	<ul style="list-style-type: none"> • S. Connell to invite C. Amodeo to an upcoming policy committee meeting to review and discuss these policies.
<p>Policy 5131.81 – Use of Electronic Devices and Policy 5131.82 – Restrictions on Publications and Written or Electronic Material – R.Harriman-Stites tabled this policy until the next policy meeting. Discussion on these policies, as well as current NPS Policy 7-407 – Electronic Information Networks - to continue at an upcoming policy meeting.</p>	<ul style="list-style-type: none"> • S. Connell to invite C. Amodeo to an upcoming policy committee meeting to review and discuss these policies.

NEW BUSINESS

Discussion and possible action:

Item	Reports
<p>Policy 5142.4 – School Resource Officer and Policy 1700 – Otherwise Lawful Possession of Firearms on School Property – M. Pompano recommended that we use the “Use of Force (SSO and ASSO) section from the Newtown Public School’s Security Officer Manual as the template for our policy. Committee members agreed, however, L. Rodrigue and M. Pompano need to get input from Rich Mills regarding the legality of this.</p>	<ul style="list-style-type: none"> • L. Rodrigue and M. Pompano to reach out to Rich Mills to review this policy. • S. Connell to invite M. Pompano to an upcoming policy committee meeting to review and discuss this policy.
<p>Policy 5111.1 – Foreign Exchange Students L.Rodrigue suggested that we change the first sentence to: “Students from foreign countries, whose residence in Newtown is sponsored by a local service club, the American Field Service, Cultural Homestay International or <u>by other district approved exchange programs</u>, may be enrolled...” Committee members agreed.</p>	<ul style="list-style-type: none"> • S.Connell to make approved edits to this policy and then move it to the 5000 series queue.
<p>Series 5000 Queue – which five policies should go forward first to the BOE for approval and at which September BOE meeting date (September 4th or September 18th)?</p>	<ul style="list-style-type: none"> • S. Connell will provide a list of all policies currently in the 5000 series queue.

UPDATE FROM THE SUPERINTENDENT

PUBLIC PARTICIPATION

None

A motion was made by R. Harriman-Stites to move Policy 3541.35 – School Bus Involved Traffic Accident and Policy 3515.2 = Community use of School Properties / Parking/ Vehicles on School Property by Students and Employees - forward to the Board of Education for review at the Board of Education meeting to be held on September 18, 2018. D. Cruson seconded. Motion was unanimously approved.

A motion was made by R. Harriman-Stites to move Policy 5131.91 – Hazing and Policy 5111.1 – Foreign Exchange Students - 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 5141.22 – Communicable/Infectious Disease, Policy 5141.231/4118.234 – Psychotropic Drug Use, Policy 5141 – School Medical Advisor, 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

Policy 5141.21 – Administering Medication	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141.22 – Communicable/Infectious Disease	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141.231/4118.234 – Psychotropic Drug Use	<ul style="list-style-type: none">• To be reviewed by committee as discussed
Policy 5141 – School Medical Advisor	<ul style="list-style-type: none">• To be reviewed by committee as discussed

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

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

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 9:24 a.m.

ADJOURNMENT

Submitted: Rebekah Harriman-Stites, Policy Committee Chair