

**New Milford Board of Education  
 Policy Sub-Committee Minutes  
 September 20, 2016  
 Lillis Administration Building, Room 2**

**Present:** Mr. J.T. Schemm, Chairperson  
 Mrs. Wendy Faulenbach  
 Mr. Dave Littlefield  
 Mrs. Tammy McInerney

**Also Present:** Mr. Joshua Smith, Superintendent  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Ms. Ellamae Baldelli, Director of Human Resources  
 Ms. Roberta Pratt, Director of Technology  
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

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 NEW MILFORD, CT

1.	<p><b>Call to Order</b>          The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Schemm.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Bill Dahl said he was aware that the committee would be discussing changing the regular meetings of the Board from the second Tuesday of the month to the third Tuesday of the month and asked them to consider the third Thursday instead. He thinks having the meeting later in the work week will be helpful to administrators and Board members alike.</li> <li>• Karen Rivero, a New Milford resident and teacher at SNIS, asked what the status was on the BYOD policy. She had an issue last week with a parent texting a child during MAP testing.</li> <li>• Mr. Schemm said the committee could not respond to any questions asked during public comment but he did say the topic was not on tonight's agenda.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p>A. <b>Policy/Bylaw for Review and Recommendation to the Board for Approval:</b></p>	<p><b>Discussion and Possible Action</b></p> <p>A. <b>Policy/Bylaw for Review and Recommendation to the Board for Approval:</b></p>

<p><b>1. 5124 Reporting to Parents/Guardians – Report Cards</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said there are two minor changes recommended. The homework hotline is no longer in existence so the reference is being removed. Reference to the parent portal is being added.</li><li>• Mrs. Faulenbach asked if this policy is in the student handbook and if it is how are students notified of the change since they have already received their handbook.</li><li>• Mr. Smith said the policy is in Appendix A. The revision is placed online and if it is substantive an email regarding the change is sent.</li><li>• Mr. Schemm asked if the parent portal name is generic or specific to the current software and Mr. Smith said it is a generic term.</li><li>• Mrs. McInerney asked if the parent portal works over the intranet and Mr. Smith said no, it is internet based but password protected.</li></ul> <p>Mr. Littlefield moved to bring Policy 5124 Reporting to Parents/Guardians – Report Cards to the full Board for first review.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p><b>2. 9320 Meetings of the Board</b></p> <ul style="list-style-type: none"><li>• Mr. Schemm said this revision suggests moving the regular Board of Education meeting from the second Tuesday of the month to the third Tuesday.</li><li>• Mrs. Faulenbach asked why the request for the change. Mr. Smith said it is driven by the reporting cycle. For example, the Operations packet is often prepped prior to the end of the month so reports that are based on “month end” are not complete. He said a second driver is that Policy and COL meetings often have</li></ul>	<p><b>1. 5124 Reporting to Parents/Guardians – Report Cards</b></p> <p><b>Motion made and passed unanimously to bring Policy 5124 Reporting to Parents/Guardians – Report Cards to the full Board for first review.</b></p> <p><b>2. 9320 Meetings of the Board</b></p>
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action items which then sit a month before going to the BOE since the regular meeting is currently the week before. Mr. Smith said if the change is approved it will be his recommendation to move Policy and COL to the first Tuesday of the month, Facilities and Operations to the second Tuesday of the month and the BOE to the third Tuesday of the month, allowing for a full cycle of discussion and action.

- Mrs. McInerney asked when the change would go into effect and Mr. Smith said we are required to set regular meeting dates for the year with the town in January so ideally by then. If we miss that opportunity, we would have to wait until the following January or change all meetings to special.
- Mr. Schemm said he likes the idea of stacking the sub-committees up front. Mrs. McInerney agreed it made sense.
- Mr. Schemm said this leads into the larger discussion that has been ongoing about scheduling summer meetings.
- Mrs. Faulenbach said she doesn't mind adjusting the dates to get information from the sub-committees to the Board but said she favored Tuesday as that day has a long historical past practice town-wide and other meetings have taken that into consideration.
- Mrs. Faulenbach asked for clarification to the language in #4 regarding Board members requesting the addition of an agenda item. She suggested saying that it would be added if at least three members made the request.
- Mr. Littlefield suggested that language was already in another policy and Mr. Smith suggested it might be in 9323 Construction/Posting of Agenda which is referenced at the bottom.
- Mrs. Faulenbach said she was not sure #9 regarding needing agreement of the majority to cancel a meeting of the Board was necessary. She thought it might be a burden administratively and suggested that it be at the

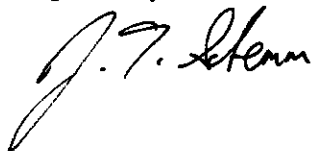
	<p>discretion of the chair with superintendent input.</p> <ul style="list-style-type: none"><li>• Mr. Schemm disagreed because he said it could possibly give a chair too much power to cancel a meeting in order to block or stall a topic.</li></ul> <p>Mr. Littlefield moved to bring Policy 9320 Meetings of the Board to the full Board for first review.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p><b>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said this group of revisions are all dictated by state statute changes.</li></ul> <p><b>1. 1700 Possession of Firearms on School Property Prohibited</b></p> <ul style="list-style-type: none"><li>• Mr. Littlefield asked why a motor vehicle inspector would come on school grounds. Mr. Smith said he was not aware of any reason but this was to address it should it ever occur.</li></ul> <p><b>2. 4112.5 Criminal History Inquiries and Employment Reference Checks</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said this statute change was made with good intentions, trying to help school districts address issues where a potential employee may have had an issue in a previous district but resigned before action was taken. He distributed a form that is used to request the past five years of employment history. It is a significant time and paperwork increase for Human Resources.</li><li>• Mrs. McInerney asked about the case of an employee dropping a former employer off the resume to prevent discovery. Mr. Smith said HR usually picks up that type of discrepancy.</li></ul>	<p><b>Motion made and passed unanimously to bring Policy 9320 Meetings of the Board to the full Board for first review.</b></p> <p><b>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b></p> <p><b>1. 1700 Possession of Firearms on School Property Prohibited</b></p> <p><b>2. 4112.5 Criminal History Inquiries and Employment Reference Checks</b></p>
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	<ul style="list-style-type: none"> <li>• Mr. Littlefield asked when the background request is made and Mr. Smith said it is simultaneously within the hiring process.</li> </ul> <p><b>3. 4121 Substitute Teachers</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm said this policy revision is the same as the previous one, but as it relates to substitute teachers.</li> </ul> <p><b>4. 5131.6 Students – Drugs, Alcohol and Tobacco</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said this revision addresses the medical marijuana legalization.</li> <li>• Mrs. McInerney asked if use is still prohibited on school grounds and Mr. Smith said that is correct.</li> </ul> <p>Mrs. McInerney moved to bring Policies 1700 Possession of Firearms on School Property Prohibited, 4112.5 Criminal History Inquiries and Employment Reference Checks, 4121 Substitute Teachers and 5131.6 Students – Drugs, Alcohol and Tobacco to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p>	<p><b>3. 4121 Substitute Teachers</b></p> <p><b>4. 5131.6 Students – Drugs, Alcohol and Tobacco</b></p> <p><b>Motion made and passed unanimously to bring Policies 1700 Possession of Firearms on School Property Prohibited, 4112.5 Criminal History Inquiries and Employment Reference Checks, 4121 Substitute Teachers and 5131.6 Students – Drugs, Alcohol and Tobacco to the full Board for approval.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Discussion</b></p> <p><b>Policies for Discussion:</b></p> <p><b>1. 2400 Evaluation of the Superintendent</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm said this is one of the big purviews of the Board and involves goal setting.</li> <li>• Mr. Smith said he brought this policy up for discussion to start a conversation. The “meat” of the evaluation is actually in the regulation which the Board does not approve. He said the work of the superintendent should be based on Board goals for the district and these Board</li> </ul>	<p><b>Discussion</b></p> <p><b>A. Policies for Discussion:</b></p> <p><b>1. 2400 Evaluation of the Superintendent</b></p>

	<p>goals should be determined prior to budget. The superintendent self-evaluation is due in February so that leaves a short window for implementation and evaluation. He distributed a handout for thought going forward which details the process for a district improvement plan.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said she wanted this topic on the agenda as well. She said Board goals are one piece. She said the current evaluation rubric was developed by an Ad-Hoc Committee.</li><li>• Mr. Schemm said he thinks the current rubric pales in comparison to other evaluation documents since it is basically a checklist.</li><li>• Mr. Littlefield agreed saying that the Board had been talking for a few years now about being dissatisfied with the document as it is now.</li><li>• Mr. Schemm said in his report at the Board meeting he will suggest an ad-hoc committee for the rubric and the general need for goal setting.</li></ul> <p><b>2. 5114 Removal / Suspension / Expulsion</b></p> <p><b>3. 5144 Discipline</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said these two policies are on for discussion due to the same topic. The statute is changing in 2017 regarding homebound instruction. The requirement will increase from two hours to five hours five days a week. It will be very difficult to find tutors and content to fill that much time.</li><li>• Mrs. McInerney said the cost will rise as well.</li><li>• Mr. Smith said the Board has been talking for a while about the need for a more formal alternative education program in district and this legislation may be the impetus. Either way there will be budget implications.</li><li>• Mrs. McInerney asked when the change goes into effect; Mr. Smith said September 2017.</li></ul>	<p><b>2. 5114 Removal / Suspension / Expulsion</b></p> <p><b>3. 5144 Discipline</b></p>
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<p>5.</p> <p>A.</p>	<p><b>Items of Information</b></p> <p><b>Regulation Revisions:</b></p> <p><b>1. 2400 Superintendent Evaluation Process</b></p> <ul style="list-style-type: none"> <li>Mr. Schemm said this had already been discussed earlier in the evening in conjunction with the policy.</li> </ul> <p><b>2. 5125 Student Education Records</b></p> <ul style="list-style-type: none"> <li>Mr. Schemm said this is a very irksome change for school districts.</li> <li>Mr. Smith said the act has many ramifications for districts and is creating a tremendous amount of work.</li> <li>Mrs. Faulenbach said she wanted to clarify previous discussion regarding construction of the agenda. She had looked at the policy referenced and the reference to three members is for calling a special meeting not adding an agenda item so she is still interested in seeing this included in the discussion for policy 9320.</li> </ul>	<p><b>Items of Information</b></p> <p><b>Regulation Revisions:</b></p> <p><b>1. 2400 Superintendent Evaluation Process</b></p> <p><b>2. 5125 Student Education Records</b></p>
<p>6.</p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p>7.</p>	<p><b>Adjourn</b></p> <p>Mr. Littlefield moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. McInerney and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</b></p>

Respectfully submitted:



J.T. Schemm, Chairperson  
 Policy Sub-Committee