

**New Milford Board of Education  
 Policy Sub-Committee Minutes  
 November 6, 2018  
 Lillis Administration Building, Room 2**

**Present:** Mr. J.T. Schemm, Chairperson  
 Mrs. Wendy Faulenbach  
 Mrs. Tammy McInerney  
 Mr. Brian McCauley, Alternate

**Absent:** Mr. Joseph Failla

**Also Present:** Dr. Stephen Tracy, Interim Superintendent of Schools  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Ms. Ellamae Baldelli, Director of Human Resources

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NEW MILFORD, CT

<p><b>1.</b></p>	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Schemm. Mr. McCauley was seated in the absence of Mr. Failla.</p>	<p><b>Call to Order</b></p>
<p><b>2.</b></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><b>3.</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policies for Review:</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm said this continues the review of the 1000 series. Several of the policies are back for discussion after consultation with legal. He said the committee continues to consider each policy to either review and make no changes, make suggestions for revision, or look to delete or combine the policy with another.</li> </ul> <p><b>1. 1150/1160 Communications with the Public</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm noted the legal commentary. The committee did not recommend any changes. The review date will be noted on the policy.</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policies for Review:</b></p> <p><b>1. 1150/1160 Communications with the Public</b></p>

<p><b>2. 1212 School Volunteers</b></p> <ul style="list-style-type: none"><li>• Mrs. McInerney noted that fingerprinting is expensive and not required for school volunteers. Ms. Baldelli said that is correct but that Board Counsel has recommended that it be done for due diligence and the Board agreed.</li><li>• Mrs. Faulenbach said when fingerprinting was discussed several years ago the Board took a strong stance that it be done.</li><li>• Mr. Schemm noted that some organizations, such as athletic groups, use background checks instead of fingerprinting. Ms. Baldelli said fingerprinting is a higher level and is reviewed through the state police and FBI.</li><li>• Ms. Baldelli said she clarified with Board Counsel that as long as the volunteer is continuous from year to year they only need to complete the attached form once.</li><li>• Mrs. McInerney asked if the information is manually recorded. Ms. Baldelli said that is correct; they use classroom and PTO lists.</li><li>• Dr. Tracy noted that the district does more than required.</li><li>• Ms. Baldelli said this year so far there are 1137 volunteers throughout the five schools, not counting PTO which is another 493. There are also 2 volunteers at the LHTC. She said she is proud of the district's inviting nature and the response of the volunteers. She noted that fingerprinting is done in Human Resources in New Milford, unlike some other districts where volunteers have to go to the Police department or some other offsite setting.</li><li>• The committee did not recommend any changes. The review date will be noted on the policy.</li></ul> <p><b>3. 1250 Visits to the Schools</b></p> <p><b>4. 1251 Loitering or Causing Disturbance</b></p>	<p><b>2. 1212 School Volunteers</b></p> <p><b>3. 1250 Visits to the Schools</b></p> <p><b>4. 1251 Loitering or Causing Disturbance</b></p>
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- Mr. Schemm said there was discussion last month about reordering items on the first page to put student safety as the first bullet. The last sentence would also be adjusted slightly. There are no problems doing that from a legal perspective. The committee was in agreement.
- The committee discussed deleting policy 1251 and incorporating its language into policy 1250 according to legal's suggestion for placement.
- It was agreed that policy 1251 would be recommended for deletion once the revision to 1250 is approved.

Mrs. McInerney moved to bring Policy 1250 Visits to the Schools, with recommended revisions, to the full Board for first review.

Motion seconded by Mr. McCauley.

Motion passed unanimously.

#### **5. 1312 Public Complaints**

- Mrs. McInerney noted that this policy specifies the chain of command for complaints.
- Mr. Schemm noted that it works to protect the grievance process as well.
- Mrs. Faulenbach said it is important for the community to know the process to follow.
- Mr. Schemm said he appreciates that the policy notes that complaints shall be handled as close to their origin as possible.
- The committee did not recommend any changes. The review date will be noted on the policy.

#### **6. 1313 Gifts to School Personnel**

- Mr. Schemm noted there was discussion about the code of conduct and gifts.
- The committee did not recommend any changes. The review date will be noted on the policy.

**Motion made and passed unanimously to bring Policy 1250 Visits to the Schools, with recommended revisions, to the full Board for first review.**

#### **5. 1312 Public Complaints**

#### **6. 1313 Gifts to School Personnel**

<ul style="list-style-type: none"><li>• Mrs. Faulenbach said there is a code of ethics for Town elected officials as well.</li></ul> <p><b>7. 1321 Public Performances by Students</b></p> <ul style="list-style-type: none"><li>• Mr. Schemm noted that discussion led to a suggestion from legal for a change in language. The committee agreed.</li></ul> <p>Mr. McCauley moved to bring Policy 1321 Public Performances by Students, with recommended revisions, to the full Board for first review.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"><li>• Mr. Schemm said the next policies for discussion continue the numerical review of the series.</li></ul> <p><b>8. 1322 Contests for Students</b></p> <ul style="list-style-type: none"><li>• Mrs. McInerney said this had been reviewed fairly recently due to an issue with a recent contest and the outside organization's handling of the winning entry. She wondered if there was a way to tweak the policy so something similar would not happen in the future.</li><li>• Mrs. Faulenbach wondered how many contests are offered each year.</li><li>• Mrs. McInerney said she would also like to know that number. She said the contests are great for students but she wants to make sure that due diligence is done by the organization.</li><li>• Mr. Schemm said the policy references a CAS list of approved contests and he would like to see that list. He noted that the policy does not have a statutory reference tie either.</li><li>• Mrs. Faulenbach said the policy states that the contest should provide value to the education core and asked how the district ensures that fulfillment.</li></ul>	<p><b>7. 1321 Public Performances by Students</b></p> <p><b>Motion made and passed unanimously to bring Policy 1321 Public Performances by Students, with recommended revisions, to the full Board for first review.</b></p> <p><b>8. 1322 Contests for Students</b></p>
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	<ul style="list-style-type: none"> <li>• Dr. Tracy said he would gather the information.</li> </ul> <p><b>9. 1323 Gifts to Students</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm noted the reference to policy 5126 and wondered if it was current. Dr. Tracy will check.</li> <li>• Mr. Schemm said he would table the rest of the policies on the agenda until the next meeting due to time constraints. Members are welcome to recommend other policies within the series for discussion, otherwise the numerical review will continue.</li> <li>• Ms. DiCorpo asked that when the committee reviews 1324 they consider sites such as Go Fund Me and Donors Choice in the discussion.</li> </ul> <p><b>10. 1324 Fund-Raising by Students</b></p> <p><b>11. 1325 Advertising and Promotion</b></p> <p><b>12. 1326 Solicitations by Staff Members</b></p>	<p><b>9. 1323 Gifts to Students</b></p> <p><b>10. 1324 Fund-Raising by Students</b></p> <p><b>11. 1325 Advertising and Promotion</b></p> <p><b>12. 1326 Solicitations by Staff Members</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Item of Information</b></p> <p><b>Possible Budget Drivers</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm said this item is on all sub-committee agendas this month.</li> <li>• Dr. Tracy said it is to solicit any Board member concerns relative to Policy that might have budget implications.</li> </ul>	<p><b>Item of Information</b></p> <p><b>A. Possible Budget Drivers</b></p>
<p><b>5.</b></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><b>6.</b></p>	<p><b>Adjourn</b></p> <p>Mr. McCauley moved to adjourn the meeting at</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed</b></p>

	7:30 p.m. seconded by Mrs. McInerney and passed unanimously.	<b>unanimously to adjourn the meeting at 7:30 p.m.</b>
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Respectfully submitted:



J.T. Schemm, Chairperson  
Policy Sub-Committee