

**New Milford Board of Education
 Policy Sub-Committee Minutes
 September 15, 2015
 Lillis Administration Building, Room 2**

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2015 SEP 17 P 2:14

NEW MILFORD, CT

Present: Mr. David A. Lawson, Chairperson
 Mr. Robert Coppola
 Mr. John W. Spatola
 Mrs. Theresa Volinski, Alternate

Absent: Mrs. Daniele Shook

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	<p>Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Lawson. Mrs. Volinski was seated in the absence of Mrs. Shook.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> • Mr. Coppola asked for procedural clarification as to how the approval for the policies under consideration would work. Dr. Paddyfote said the first policy under consideration under 3.A. was at final review for approval after already being considered at the Board level. The policies under 3.B. are being revised to bring them into compliance with changes in the law so they can be approved at first review at the Board level. The regulations under item 4 do not require Board approval. They are administrative procedures and are provided as a courtesy for information only. 	<p>Discussion and Possible Action</p>
A.	<p>Policy for Review and Recommendation to the Board for Approval:</p> <p>1. 5113.1 Work Permits</p>	<p>A. Policy for Review and Recommendation to the Board for Approval:</p> <p>1. 5113.1 Work Permits</p>

	<ul style="list-style-type: none"> • Mr. Coppola asked if the town or school issued work permits. Dr. Paddyfote said she could only speak for the schools but that the high school does issue work permits. • Mr. Coppola asked if it was done through Guidance and Dr. Paddyfote said there is more than one secretary approved to issue the permits. • Mr. Coppola asked if students as young as age 14 are really permitted to work and Dr. Paddyfote said yes that was a change to the law. <p>Mr. Coppola moved to bring Policy 5113.1 Work Permits to the full Board for approval.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <ul style="list-style-type: none"> • Mr. Lawson said if there was no objection, he would consider these policies cumulatively for a motion following discussion. <p>1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application</p> <ul style="list-style-type: none"> • Mr. Spatola asked if a letter was sent home regarding pest management at the beginning of the year. Dr. Paddyfote said information is posted on the district website and in the annual notification to parents. She said this policy is another unfunded mandate that will require tracking by the Facilities manager. <p>2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks</p> <ul style="list-style-type: none"> • Mr. Coppola asked how the district knows if a 	<p>Motion made and passed unanimously to bring Policy 5113.1 Work Permits to the full Board for approval.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <p>1. 3524.1 Hazardous Material in School - Pest Management / Pesticide Application</p> <p>2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks</p>
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	<p>person fits the prohibition referenced in this policy. Mr. Lawson said there is a written record if the person is convicted of a crime. Dr. Paddyfote said if the conviction is in another state, the district has to wait on the criminal background check which can take up to 30 days. Ms. Baldelli said the district employment application asks if the candidate has ever been convicted of a felony and if the person answers no falsely they are automatically terminated when the district receives notification.</p> <p>3. 4118.25/4218.25 Reporting Child Abuse and Neglect</p> <ul style="list-style-type: none"> • Mr. Lawson said this is another unfunded mandate which changes frequently. • Mr. Spatola mentioned the lack of consistency in manner of reporting between mandated and non-mandated reporters. <p>4. 5113 Truancy</p> <ul style="list-style-type: none"> • Mr. Coppola asked if the district is required to send notice of truancy to the superior court and Dr. Paddyfote said yes, regarding any student of which the district is aware. The district does not track students who have been privately educated from the beginning or children who are home schooled. • Mrs. Volinski said she thought home schooled students were required to take state testing but Dr. Paddyfote said they are not. She said the number of home schooled children in New Milford is difficult to quantify as parents are not required to notify the school district. <p>5. 5114 Removal/Suspension/Expulsion</p> <ul style="list-style-type: none"> • Mr. Coppola asked if there is a designated area and instructor for in school suspension. Dr. Paddyfote said each school makes accommodation for this. At the middle school 	<p>3. 4118.25/4218.25 Reporting Child Abuse and Neglect</p> <p>4. 5113 Truancy</p> <p>5. 5114 Removal / Suspension / Expulsion</p>
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	<p>and high school there is a designated space that a certified teacher oversees.</p> <ul style="list-style-type: none"> • Mr. Lawson noted that this policy is constantly changing and the standards are designed not to be all inclusive so as to provide some leeway to the district and Board. • Mr. Coppola asked about the definition for “seriously disrupts the educational process” and Mr. Lawson said this was an example of leeway given to the administration. It is considered on a case by case basis. • Mr. Coppola asked if there was an appeal process. Dr. Paddyfote said yes; the suspension oftentimes starts with the assistant principal, parents can appeal to the principal and, in serious cases where an expulsion is suggested, to the superintendent. There is a narrow time frame of ten days for this to happen. • Mr. Coppola asked what triggers the ten days and Dr. Paddyfote said it is determined by the severity of the offense and begins when the suspension starts. <p>6. 5121 Examination/Grading/Rating</p> <ul style="list-style-type: none"> • Mr. Lawson said this policy had just been revised last June and now it is being revised again courtesy of the state. • Dr. Paddyfote said the Board attorney provided a choice of wording in the revisions and the committee needs to decide which they prefer. • Mr. Lawson asked Mr. Smith his opinion and Mr. Smith said he prefers the version following “OR” since it is broader. • Mr. Lawson said he would pull this policy out for a separate motion at the end so that the chosen wording could be specified. <p>7. 5141.3 Health Assessments and Immunizations</p> <ul style="list-style-type: none"> • Dr. Paddyfote distributed a revised authorization form that was based on the 	<p>6. 5121 Examination / Grading / Rating</p> <p>7. 5141.3 Health Assessments and Immunizations</p>
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	<p>recommendation of the school medical advisor and the request of the nurses to have the nurse signature line removed. The Board attorney confirms that the signature is not required.</p> <ul style="list-style-type: none">• Mr. Spatola asked how many students are not immunized. Mrs. Olson said there are seven at the K-2 level this year.• Dr. Paddyfote said the schools need to keep an accurate up to date list for notification purposes during an outbreak. <p>8. 5157 Use of Physical Force and Seclusion</p> <ul style="list-style-type: none">• Dr. Paddyfote said the Board attorney is recommending this policy be suspended while a revision is prepared. The state needs to provide guidelines. It is hoped to have the revision for the October meeting.• Mr. Lawson asked what would be used as a guide in the meantime. Mrs. Olson said use in emergency situations is still allowed based on prevailing practice. <p>Mr. Coppola moved to bring Policies:</p> <ol style="list-style-type: none">1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks3. 4118.25/4218.25 Reporting Child Abuse and Neglect4. 5113 Truancy5. 5114 Removal/Suspension/Expulsion7. 5141.3 Health Assessments and Immunizations <p>to the full Board for approval.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p>	<p>8. 5157 Use of Physical Force and Seclusion</p> <p>Motion made and passed unanimously to bring Policies:</p> <ol style="list-style-type: none">1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks3. 4118.25/4218.25 Reporting Child Abuse and Neglect4. 5113 Truancy5. 5114 Removal / Suspension / Expulsion7. 5141.3 Health Assessments and Immunizations <p>to the full Board for approval.</p>
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	<p>Mr. Coppola moved to bring Policy:</p> <p>6. 5121 Examination/Grading/Rating with second suggested wording of <i>“Students shall take statewide mastery examinations as required by Connecticut General Statutes §10-14n.”</i></p> <p>to the full Board for approval.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p> <p>Mr. Coppola moved to bring current Policy:</p> <p>8. 5157 Use of Physical Force and Seclusion</p> <p>to the full Board for suspension as suggested by Board Counsel.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Policy:</p> <p>6. 5121 Examination / Grading / Rating with second suggested wording of <i>“Students shall take statewide mastery examinations as required by Connecticut General Statutes §10-14n.”</i></p> <p>to the full Board for approval.</p> <p>Motion made and passed unanimously to bring Policy:</p> <p>8. 5157 Use of Physical Force and Seclusion</p> <p>to the full Board for suspension as suggested by Board Counsel.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Regulation Revisions:</p> <p>1. 4112.5/4212.5 Security Check/Fingerprinting</p> <p>2. 5114 Suspension and Expulsion/Due Process</p> <p>3. 5157 Use of Physical Force and Seclusion Procedures</p> <ul style="list-style-type: none"> • Dr. Paddyfote said this is the administrative piece that goes along with the policy revisions. In the case of regulation 5157, it will be suspended to follow the action taken with the policy. 	<p>Items of Information</p> <p>A. Regulation Revisions:</p> <p>1. 4112.5/4212.5 Security Check / Fingerprinting</p> <p>2. 5114 Suspension and Expulsion / Due Process</p> <p>3. 5157 Use of Physical Force and Seclusion Procedures</p>

5.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
6.	Adjourn <p>Mr. Coppola moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. Volinski and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</p>

Respectfully submitted:



David A. Lawson, Chairperson
Policy Sub-Committee