	NEW MILFORD BOARD OF EDUCATI New Milford Public Schools 50 East Street New Milford, Connecticut 06776 POLICY SUB-COMMITTEE <u>MEETING NOTICE</u>	N. CLERK	U A 10:29	AILFORD, CT
DATE: TIME: PLACE:	February 21, 2012 6:30 P.M. Lillis Administration Building, Rm. 2	GEORG TO	2012 FEE	NEW

## AGENDA

## New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an everchanging world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

## 1. Call to Order

## 2. Public Comment

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

### 3. Discussion and Possible Action Items

## A. Policy Recommended for Revision:

- 1. 4121 Substitute Teachers
- **B.** Policy Recommended for Deletion:
  - 1. 5141.4 Child Abuse/Neglect
- C. Policy Recommended for Approval:
  - 1. 4118.25 Reporting Child Abuse and Neglect

## 4. Item of Information

- A. Future Agenda Item: Bring Your Own Technology Device
- 5. Adjourn

Sub-Committee Members:	Mr. Tom Brant, Chairperson
	Mr. David Lawson
	Mr. David Shaffer
	Mrs. Daniele Shook

Alternates:

Mr. Daniel Nichols Mr. Tom McSherry

# **RECOMMENDED FOR REVISION** Bold Italicized language constitutes an addition

4121

# Personnel -- Certified

## Substitute Teachers

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher. Substitute teachers who are in the same assignment for more than ten days must hold a bachelor's degree.

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Unless otherwise provided by contract, rates of compensation for substitute teachers will be set by the Board of Education and fringe benefits shall not be provided.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

The Superintendent of Schools is authorized to assign substitute teachers from a list approved by the Board of Education annually, as amended from time to time throughout the year. The Superintendent is also authorized to assign a substitute teacher who is not on the pre-approved list for the period of time until the Board next meets for regular business, so long as the need for a substitute exists and the position requires specific qualifications or credentials that can not be fulfilled by any of the pre-approved substitute teachers.

Legal Reference:

**Connecticut General Statutes** 

10-145 Certificate necessary to employment. Forfeiture for noncompliance. Substitute teachers

10-183v Reemployment of teachers.

Policy adopted: Policy revised: Policy revised:

December 9, 2003 October 18, 2005 June 14, 2011

NEW MILFORD PUBLIC SCHOOLS New Milford, Connecticut

# **RECOMMENDED FOR DELETION**

5141.4(a)

# **Students**

## **Child Abuse/Neglect**

### **Reporting of Suspected Child Abuse/Neglect**

The board of education recognizes that a student's mental and physical health will have an affect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. Pursuant to state law, when any superintendent, school nurse, psychologist, physical therapist, teacher, administrator, guidance counselor, paraprofessional, social worker, or coach of intramural or interscholastic athletics has reasonable cause to suspect or believe that a child under the age of 18 has been abused or neglected or has been placed in imminent risk of serious harms, he/she shall as soon as practicable but not later than twelve (12) hours make an oral report by telephone or in person to the Department of Children and Families (DCF), or a law enforcement agency. The Superintendent of Schools or his/her designee and the building principal shall be notified immediately after the oral report has been made. The Superintendent or building principal shall not be notified if he/she is the alleged perpetrator of abuse and neglect.

Reports of abuse or neglect by the above-mentioned personnel ("mandated reporters") shall include the following information, if known:

<u> </u>	the names and addresses of the child and his/her parents or other person responsible for the child's care;
2.	— the age of the child;
	the gender of the child;
<u> </u>	the nature and extent of the child's injury or injuries, maltreatment or neglect;
<del>5.</del>	the approximate date and time the injury or injuries, maltreatment or neglect occurred;
<u> </u>	<ul> <li>information concerning any previous injuries to, maltreatment of or neglect to the child or his/her siblings;</li> </ul>
7	the circumstances in which the injuries, maltreatment or neglect came to be known to the mandatory reporter;
<u> </u>	the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
<del>9.</del>	whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

The mandated reporter shall submit a written report to DCF containing the above-mentioned information within 48 hours of making the oral report. The reporter shall also submit a copy of the written report to the

# 5141.4(b)

# **Students**

## **Child Abuse/Neglect**

## Reporting of Suspected Child Abuse/Neglect (continued)

Superintendent of Schools, except when the Superintendent is the alleged perpetrator of abuse. If the report concerns abuse or neglect by a school employee, the Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report of abuse or neglect has been made; if the report concerns abuse or neglect by a certified school employee, the Superintendent shall send a copy of the written report to the Commissioner of Education. In making all written reports required under this policy, the reporter may use the "DCF-136" form.

Reports under this policy should be made where a mandated reporter in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen

<u> </u>	has been abused in one or mo	re of the following ways:
	has had physical inju by accidental means,	ry or injuries inflicted upon him/her other than or
	b. has injuries which are	e at variance with the history given of them, or
	limited to, malnutrit	th is the result of maltreatment such as, but not on, sexual molestation or exploitation, ities, emotional maltreatment or cruel punishment;
2	has been neglected in one or i	nore of the following ways:
	a. has been abandoned;	
	b. is being denied prop morally;	er care and attention, physically, educationally, emotionally, or
	e. is being permitted to to the child's well-be	live under conditions, circumstances, or associations injurious
3	has had non-accidental physi of such injury, inflicted upon	cal injury, or injury which is at variance with the history given such child; or
4	is placed at imminent risk of	serious harm.

When an investigation by DCF has determined that there is reasonable cause to believe that a child has been abused by a school employee who holds a certificate, permit or authorization issued by the State Board of Education, the Superintendent shall suspend such employee with pay and without termination of benefits, and shall notify the Board of Education and the Commissioner of Education

# **Students**

### Child Abuse/Neglect

#### Reporting of Suspected Child Abuse/Neglect (continued)

or his representative of the reasons for and conditions of the suspension within seventy two (72) hours after the suspension. The Superintendent shall also disclose those records provided by DCF concerning its investigation to the Commissioner of Education and the Board of Education or its attorney. If the contract of employment of such a certified school employee is terminated as the result of an investigation of abuse, the superintendent shall notify the Commissioner of Education or his representative within seventy-two (72) hours after such termination.

The Superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting in his or her behalf. Under state law, the Superintendent of Schools is authorized to receive notice from the State's Attorney of convictions of certified school employees for crimes involving an act of child abuse or neglect or sexual assault.

#### Penalty

Under state law, any person who is required to report suspected child abuse/neglect and fails to make such a report shall be fined not less than \$500.00 nor more than \$2,500.00, and shall be required to participate in an educational and training program established by DCF, the cost of which shall be paid by the participating mandatory reporter. Under state law, any person who knowingly makes a false report of child abuse or neglect shall be fined no more than \$2,000.00 or imprisoned not more than one year or both.

#### Legal Risk

Under state law, any person who in good faith makes or in good faith does not make a report of suspected ehild abuse/neglect is immune from any civil or criminal liability. Neither the Board nor anyone employed by the Board shall discharge, or in any manner discriminate or retaliate against, any employee who in good faith makes a report pursuant to Sections 17a 101a through 17a 101d, inclusive, and Section 17a 103 of the Connecticut General Statutes, or who testifies or is about to testify in any proceeding involving child abuse or neglect

#### **Emergency Health Care and Reasonable Inquiry**

When reasonable cause to suspect or believe that a child has been abused or neglected, or is placed in serious risk of imminent harm, or when a child has a visible injury, public school personnel may make reasonable inquiry of the child regarding such suspicion or visible injury.

If a school nurse or school medical advisor is not readily available and the rendering of emergency first aid is necessary, other public school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, or the Connecticut Department of Health Services may render

# 5141.4(d)

# **Students**

### **Child Abuse/Neglect**

#### **Emergency Health Care and Reasonable Inquiry (continued)**

such emergency first aid to a child. In accordance with state law, any person providing such aid is not liable for civil damages for any personal injuries which result from acts or omissions by such person rendering the emergency first aid, which constitute ordinary negligence. The immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

#### **Interviewing the Child**

Public school personnel who believe that an interview in the school setting may be necessary in order to protect the child must notify DCF as early in the day as possible to provide both DCF and the school administration ample time to coordinate appropriate activities and actions. Upon receipt of such notice, DCF will advise school personnel whether the child must be interviewed in the school. If school personnel then retain the child after the scheduled school day in order to ensure an interview by DCF or local or state police, school personnel must attempt to notify the parents of the child, except where the alleged abuse involves the parents.

#### **Preparation for the Interview**

If DCF determines that a school interview is appropriate, the DCF social worker shall be required to notify the Superintendent of Schools prior to the school visit with as much advance notice as possible. The DCF social worker shall provide the Superintendent of Schools with a DCF identification. If the DCF social worker is not known to school personnel, a verifying call to the local DCF office shall be made. If deemed appropriate by DCF or the administration, the parent or guardian of the child will be notified prior to the interview. DCF personnel are solely responsible for scheduling such interviews. If the DCF social worker does not arrive as scheduled and school personnel decide that the retention of the child beyond the school day is necessary to protect the child's physical well-being, school personnel must attempt to notify the parents of the child that the child will be late, except where the alleged abuse involves the parents.

#### **The Interview**

To ensure confidential communication, the school administration shall provide a private place to interview the child. As part of the investigative process, the DCF social worker may request that school personnel be present during the interview. The investigation is to be conducted solely by the DCF social worker.

The removal of clothing as part of an investigation into an injury which may have been caused by child abuse shall be done only at the request of the school medical advisor or the school nurse. Neither school nurse nor a school doctor may remove or insist that a child remove clothing to confirm suspected abuse or neglect, except in those circumstances where there is a need of emergency medical treatment.

Legal Reference: §17a-101 et seq. of the Connecticut General Statutes

Policy adopted:	June 12, 2001	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	June 24, 2004	New Milford, Connecticut
Policy revised:	June 12, 2007	
Policy revised:	October 13, 2009	

# **NEW POLICY FOR APPROVAL**

# NEW POLICY TO REPLACE 5141.4

Comment: This is a new policy with a new number that replaces Policy 5141.4 Child Abuse/Neglect. The policy has been moved from the Students section to the Personnel section because it relates primarily to the responsibilities of school employees vis a vis reporting child abuse. The revisions are due exclusively to changes in the Connecticut General Statutes.

> 4118.25 4218.25

## Personnel - Certified/Non-Certified

## **Reporting Child Abuse and Neglect**

The Board of Education recognizes the obligation and importance of reporting suspected child abuse and neglect. Many of the school district's employees are considered mandated reporters and have an independent duty under state law to report suspected abuse and neglect to the Department of Children and Families or other law enforcement agencies. Regardless of an employee's status as a mandated reporter, ALL employees of the school district are required to report suspected child abuse or neglect in accordance with this policy and applicable law.

## Definitions

For the purposes of this policy, the following definitions shall apply:

"Abused" refers to a child who (a) has had physical injury or injuries inflicted upon him/her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;

"**Neglected**" refers to a child who (a) has been abandoned; (b) is being denied proper care and attention, physically, educationally, emotionally, or morally; or (c) is being permitted to live under conditions, circumstances, or associations injurious to the child's well-being;

**"Mandated reporters"** are teachers, substitute teachers, administrators, superintendents, guidance counselors, psychologists, social workers, nurses, physicians, paraprofessionals, coaches **-or-** any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district.

## When to Report Abuse or Neglect

A report must be made whenever an employee, in the ordinary course of his or her employment, has reasonable cause to suspect or believe that a child under the age of 18 has been:

1. Abused or neglected (as defined above);

- 2. Has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child; or
- 3. Has been placed in imminent risk of serious harm.

## **Reporting Procedure for Mandated Reporters**

## Oral Report to DCF within 12 hours

Mandated reporters must make an oral report by telephone or in person to the Department of Children and Families (DCF), or an appropriate law enforcement agency. as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to suspect or believe that a child has been abused or neglected. The employee shall notify the Superintendent of Schools or designee immediately after the oral report has been made.

## Written Report to DCF within 48 hours

Mandated reporters shall submit a written report to DCF within forty-eight (48) hours of making the oral report. The reporter shall also provide a copy of the written report to the Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. In making all written reports required under this policy, the reporter may use a form provided by DCF. Written reports of abuse or neglect by mandatory reporters shall include the following information, if known:

- 1. The names and addresses of the child and his or her parents or other person responsible for the child's care;
- 2. The age of the child;
- 3. The gender of the child;
- 4. The nature and extent of the child's injury or injuries, maltreatment or neglect;
- The approximate date and time the injury or injuries, maltreatment or neglect occurred;
- 6. Information concerning any previous injuries to, maltreatment of or neglect to the child or his or her siblings;
- 7. The circumstances in which the injuries, maltreatment or neglect came to be known to the reporter;
- 8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- The reasons such persons are suspected of causing such injury or injuries, maltreatment or neglect;
- 10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;
- 11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

## **Cooperation with Investigation**

A person reporting child abuse or neglect shall provide any person authorized to conduct an investigation of child abuse or neglect with all information related to the investigation that is in the possession or control of the person reporting the abuse or neglect, except as expressly prohibited by state or federal law.

Notwithstanding the provisions of Connecticut General Statutes §10-151c, upon request and for the purposes of an investigation of suspected child abuse or neglect by a teacher employed by the board, the board shall provide the Commissioner of DCF any records maintained or kept on file about said teacher. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the board and records of personal misconduct. For the purpose of this requirement, "teacher" is defined as each certified professional employee below the rank of superintendent in a position requiring a certificate issued by the State Board of Education.

## Reporting Procedure for Employees who are NOT Mandated Reporters

Employees of the school district who are not mandated reporters are required to report suspected abuse or neglect as soon as possible but not later than twelve (12) hours after the employee has reasonable cause to suspect that a child has been abused or neglected. Such reports shall be made in writing to the Superintendent of Schools or the building administrator who shall act in accordance with his or her obligations as a mandated reporter.

Nothing in the reporting procedure outlined by this policy prevents employees who are not mandated reporters from also reporting suspected abuse or neglect directly to DCF or a law enforcement agency.

### Procedures When a School Employee is the Alleged Abuser

### Notification of Parent or Guardian

Whenever there is a report that a student has been abused or neglected by a school employee, the Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report has been made.

### Investigation by the Board of Education

The board of education shall permit and give priority to any investigation conducted by DCF or the appropriate law enforcement agency. The board may conduct its own investigation of the alleged abuse or neglect by a school employee provided that such investigation does not impede an investigation by DCF. The Superintendent of Schools shall conduct its investigation upon receipt of notice from the Commissioner of DCF or the appropriate law enforcement agency that the board's investigation will not interfere with the investigation of DCF or law enforcement.

Regardless of the outcome of any investigation by DCF or a law enforcement agency, the Superintendent of Schools may take disciplinary action against any school employee up to and including termination of employment if the school district's investigation concludes that an employee engaged in abuse or neglect or otherwise violated the terms and conditions of employment.

### Impact of DCF Finding of Abuse or Neglect by Certified Personnel

If DCF determines that there is reasonable cause to believe that a child has been abused by a school employee who holds a certificate, permit or authorization issued by the State Board of Education, or if DCF has recommended that such employee be placed on the DCF child abuse and neglect registry, the Superintendent shall suspend such employee with pay and without termination of benefits, and, within seventy-two (72) hours after issuance of the suspension, shall notify the board of education and the Commissioner of Education or his representative of the reasons for and conditions of the suspension. The suspension shall remain in effect until the board of education acts pursuant to §10-151 of the Connecticut General Statutes. The Superintendent shall also disclose those records provided by DCF concerning its investigation to the Commissioner of Education and the board of education or its attorney. If the contract of employment of such a certified school employee is terminated as the result of an investigation of abuse or neglect or the employee resigns, the Superintendent shall notify the Commissioner of Education or his representative within seventy-two (72) hours after such termination or resignation.

### Training

School employees who are mandated reporters and were hired on or after July 1, 2011 shall be required to complete a training program for the accurate and prompt identification and reporting of child abuse and neglect. School employees who are mandated reporters and were hired before July 1, 2011 are required to complete a refresher training program. All mandated reporters shall be required to complete the refresher training program at least once every three years.

Although only mandated reporters are legally required to complete abuse and neglect training and refresher training programs, the Superintendent of Schools, at his or her discretion, may require other school employees to complete such training.

The training and refresher training programs shall be developed and made available by the Commissioner of DCF in accordance with applicable law.

### **Records and Documentation**

All records pertaining to allegations, investigations or reports of child abuse or neglect by a school employee shall be maintained in a central location. Such records shall include any reports made to DCF. The Department of Education shall have access to such records.

The board shall keep records establishing that school employees have completed training and refresher training programs as required by law.

The board shall document the annual notification of this policy to school employees.

## **Retaliation Prohibited**

Retaliation against a mandated reporter is prohibited. The Board will not discriminate, discharge or otherwise retaliate against an employee who acts in good faith to comply with this policy and the individual obligations of applicable state law.

## Violation of this Policy

Employees who fail to report child abuse or neglect in a timely manner or otherwise violate the requirements of this policy and/or applicable law may face disciplinary action up to and including termination of employment.

## **Delegation of Authority**

The Superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting on his or her behalf.

## Notification of Policy

This policy shall be distributed annually to all school employees.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education
10-220a In-service training.
17a-101 *et seq.* Protection of children from abuse. Mandated reporters.
53a-65 Definitions
Public Act 11-93, An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District.

Revised February 2012

New Milford Board of Education	
<b>Policy Sub-Committee Minutes</b>	
February 21, 2012	
Lillis Administration Building, Room 2	

Present:	Mr. Thomas Brant, Chairperson
	Mr. David Lawson
	Mr. David Shaffer
	Mrs. Daniele Shook

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools Dr. Maureen McLaughlin, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources

1.	Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:30 p.m. by Mr. Brant.	Call to Order
2.	• None	Public Comment
3.	<ul> <li>Discussion and Possible Action</li> <li>Mr. Brant said if there was no objection he would like to change the order of discussion and discuss the policies in the order of 3A, 3C, then 3B so the committee could see what policy was being recommended before deleting the other. Members agreed.</li> </ul>	Discussion and Possible Action
A.	Policy Recommended for Revision	Policy Recommended for Revision
1.	Policy 4121 Substitute Teachers	Policy 4121 Substitute Teachers
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	<ul> <li>Dr. Paddyfote noted that this policy will be reviewed by the Board twice. If, after the first review, there are no recommendations for the Policy Sub-Committee to review, then the second review will be at the April Board meeting, with final approval in May.</li> <li>Mr. Shaffer asked what the wording in the old policy of "fully qualified" means.</li> <li>Ms. Baldelli explained that it meant the substitute holds a four year college degree. They also try and match areas of expertise where possible.</li> <li>Dr. Paddyfote stated that this is a higher standard than that required by the state which is for two years of college.</li> </ul>	
	Mr. Lawson moved to bring Policy 4121 Substitute Teachers to the full Board for first review in March. Motion seconded by Mrs. Shook and passed unanimously.	Motion made and passed unanimously to bring Policy 4121 Substitute Teachers to the full Board for first review in March.
C.	As previously agreed upon, Item 3C was discussed next.	
1.	Policy Recommended for Approval	Policy Recommended for Approval
	Policy 4118.25 Reporting Child Abuse and Neglect	Policy 4118.25 Reporting Child Abuse and Neglect
	<ul> <li>Dr. Paddyfote drew the committee's attention to the commentary at the top of this policy which states that it replaces policy 5141.4 Child Abuse/Neglect and is being moved to the 4000 Personnel series because it relates primarily to the responsibilities of school employees vis a vis reporting child abuse. The revisions are being made due to changes in the CT General Statutes. This recommended by Board Counsel model policy is done to comply with the law. The Department of Children and Families is supposed to issue guidelines but they have not as yet. The policy may have to be modified again if and when these guidelines</li> </ul>	

	<ul> <li>are issued. The changes are primarily in definitions of mandated reporters and training requirements.</li> <li>Mr. Shaffer questioned whether the reporter should call directly or report to a supervisor who would make the call.</li> <li>Dr. Paddyfote said it would vary by case. Anyone can call; the supervisor should be notified.</li> </ul>	
в.	Mr. Shaffer moved to bring Policy 4118.25 Reporting Child Abuse and Neglect to the full Board for approval. Motion seconded by Mrs. Shook and passed unanimously.	Motion made and passed unanimously to bring Policy 4118.25 Reporting Child Abuse and Neglect to the full Board for approval.
1.	Policy Recommended for Deletion	Policy Recommended for Deletion
	Policy 5141.4 Child Abuse/Neglect	Policy 5141.4 Child Abuse/Neglect
	<ul> <li>Dr. Paddyfote stated that this policy is being replaced with Policy 4118.25.</li> </ul>	
	Mr. Lawson moved to bring Policy 5141.4 Child Abuse/Neglect to the full Board for deletion. Motion seconded by Mr. Shaffer and passed unanimously.	Motion made and passed unanimously to bring Policy 5141.4 Child Abuse/Neglect to the full Board for deletion.
4.	Item of Information	Item of Information
А.	Future Agenda Item: Bring Your Own Technology Device	Future Agenda Item: Bring Your Own Technology Device
	<ul> <li>Dr. Paddyfote stated that Mr. DiVito was working on Bring Your Own Technology guidelines for the use of personal technology devices on campus. This is viewed as inevitable now that schools are wireless. These guidelines will most likely come for adoption next year. They will also affect the policy on electronic devices. Dr. Paddyfote presented the guidelines at the Administrative Team Meeting today. The Technology Sub-Committee has had discussions in this area as well. The item</li> </ul>	

	will be on the agenda for the next Board meeting in March.	
5.	Adjourn	Adjourn
	Mr. David Lawson moved to adjourn the meeting at 6:48 p.m. seconded by Mrs. Shook and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 6:48 p.m.

Respectfully submitted:

H.C

Thomas Brant, Chairperson Policy Sub-Committee

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