MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE

Tuesday, September 18, 2012
Dr. Alfred B. Tychsen Administration Building
8:00 a.m.

Board of Education Policy Committee Members Present:
Sheila Daniels, Chair, Ava Hart, and Ed McKeon

Also Present:
Dr. Patricia Charles, Superintendent, Ann Perzan, Director of Pupil Services and Special Education, James Gaudreau, Principal Snow School, Michele DiMauro, Manager of Human Resources, and Kathleen F. Bengtson, Administrative Assistant.

The following policies were discussed:

#5145 – Section 504 of the Rehabilitation Act of 1973 – Ann Perzan spoke to this policy and indicated she had reviewed the CABE policy and the policy which was adopted in Westbrook. Ann Perzan looked at procedures for complaint, probably the same as before the 504 revision. She thinks the challenge will be working on the regulations. This policy is more detailed which helps both parties. Dr. Charles said she recalled it was necessary to provide all contacts so individuals could go higher if necessary. This was important when they went through the OCR review in Westbrook. Sheila Daniels questioned whether we needed the contact’s specific name or just title. Dr. Charles stated the policy could just indicated the title of Director of Pupil Services and Special Education, and then on the Special Education Website, we could put the name, title, etc. Ann Perzan will look at our website site and specify where to change the information for Section 504. Ed McKeon, Ava Hart and Sheila Daniels agreed we should use the Westbrook policy has it has been proven in its recent review. Ann Perzan said in preparing regulations she would look at Westbrook’s, CABE’s and some other districts’ regulations. Dr. Charles stated it is very important that our staff know they can be personally held liable if this policy is not followed. James Gaudreau indicated that it is important our staff know which forms to use. The 504 paperwork is different from the PPT paperwork. Dr. Charles believes there is a requirement that this policy be reviewed each year.

The Policy Committee recommended this revised Policy #5145 Section 504 of the Rehabilitation Act of 1973 be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#1212 – Community Relations – Schools Volunteers and #6162.4 – Instruction – School Volunteers – A discussion took place concerning the need for two policies regarding school volunteers. The decision was made to have only one policy, (do not use Policy 6162.4--use Policy #1212. Dr. Charles recommended the alternative language.

James Gaudreau stated he had a lengthy discussion with the principals and they believed there should be four types of volunteers who should be required to fill out the school volunteer waiver form. They are as follows:
1. Chaperones who go on field trips. Volunteers may be taking kids away from teacher.
2. Individual(s) who will be working over a long period of time in direct contact with students where no staff member is continuously present.
3. Community members – different people who live around the area who want to come in and volunteer (because no there is no familial relationship.)
4. Regular (i.e daily or weekly) volunteers.

As opposed to a parent who comes into classroom to give a talk, or parents who come in for one activity. There is a distinction between visitor and volunteer. Ed McKeon said Jim’s definitions were very good distinctions. Dr. Charles said another distinction is a PTO event, the parents are responsible for their own children in a PTO event.

Ava Hart asked about requirements for interns. Dr. Charles said that now by law, all interns must be fingerprinted.

Michele DiMauro said most all universities have their students process their fingerprints through Agencies, such as CREC, ACES, EASTCONN, etc., so they can be used as student teachers in different school districts.

The Volunteer Information Form and Waiver of Liability Form was reviewed. Michele DiMauro asked who will be maintaining the forms. A question came up regarding the necessity to submit a Social Security Number on the DCF form. Ms. DiMauro stated she does not want the form faxed and then mailed to her. Just wants the original. Change wording on the top.

James Gaudreau suggested change in wording on the first page to read are you a registered sex offender. There was more discussion regarding the bottom of page 2. Michele had changed it to be clearer. A suggestion was made to use boxes instead of bullets so the volunteer could check the appropriate line.

Principals shall submit DCF and Volunteer information.

Michele DiMauro will draft the regulations. Ed McKeon requested the four distinctions be inserted in the regulations not the policy. Principals will main a list of all regular volunteers and keep a copy of the School Volunteer Forms.

The Policy Committee recommended this new Policy #1212 -- School Volunteers be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#5118 Nonresident Attendance - Residence form. Dr. Charles presented a denial letter for School accommodations which she will use to inform parents when residency is not proven. She said there are specific rights the parents should know about if they are denied. Dr. Charles stated we should be right up front and notify the parents that they will be liable for a per diem payment of tuition for each day the student attended school.
SERIES 0000 – Mission – Goals – Objectives

The Policy Committee has decided to begin to review all policies beginning with the 0000 Series.

Dr. Charles brought to the Policy Committee’s attention that the mission statement should be updated. She also believes the goals need to be addressed and make sure they are tight.

Mission -- would like to see it much more concise. Ed McKeon feels it should be measurable. Are we meeting our goals?

Board roles and responsibility -- Ed feels this issue is important enough to schedule a workshop to address it. Dr. Charles suggested she could put out an email to ask Board Members what are their individual goals and put it in a chart. Or should we have just a separate day to work on it? New evaluation piece should share at least three goals with the board. Maybe schedule a second meeting during the month. Sheila said it should be on Tuesdays and would be helpful if we were able to do this before our next Policy Committee meeting.

Dr. Charles will send out current goals to everyone.

The Policy Committee suggested the next policies to review would be:
#5118 Nonresidence attendance.
#5125 Student Ed Records & Notification of Parental/Student Rights
#5145.15 – Directory Information
Series 0000 - Review

The next Policy Committee meetings will be scheduled for Tuesday, October 16, 2012, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

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