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

Also Present:
Dr. Patricia Charles, Superintendent, and Kathleen F. Bengtson, Administrative Assistant, and Ava McGlew, Food Services Manager

The proposed annual Policy Committee Meeting schedule for 2014 was reviewed and accepted and Kathy will post with the Middletown Town Clerk.

The following policies were discussed:

#3542.43 – Charging Policy – This policy addresses the charging of meals within the school district and outstanding student bills. Ava McGlew, Food Services Manager, spoke to this policy. After reviewing many other district policies and the CABE sample policy, she decided to use the CABE sample model. The Committee went over the alternative language and decided which options to use.

Ms. McGlew feels a $10.00 cap is the negative balance to use. "Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of $10.00." It was noted, most high balances are from students who are under the full pay category (not free or reduced.)

Letter reminding parents of outstanding balances will be sent home every other week. The letters are sent when the balance reaches $5.00. Ava McGlew stated that over the next vacation she will sending home notices about the change in policy. She will also be sending out newsletters.

Teachers pay for their own meals. Right now principals are not involved with the meal charges. Some of our principals are against the substitution of an alternate meal if the student cannot pay for the full meal. Many principals do not want teachers or cafeteria staff to let students know when they are running out of money, feels it will harm the student's self-esteem. In some districts, at the Secondary level if students don't pay all of their fees they might not be able to do some of the end of the year events. (Dances, etc.)

Ms. McGlew stated we must have consistency among all the schools.

Dr. Charles wants to inform the Board of Education members that this policy is a bit of a struggle.

Kathy will email the proposed new policy to Dr. Charles and Enza Macri so they can bring it to the attention of the Principals at their next Principals meeting.
The Policy Committee recommended this New policy be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

**#5114 - Suspension and Expulsion/Due Process** – This policy was sent back for review by the Board of Education at its December 10, 2013, meeting. At the Board meeting, there were discussions about section (i) IV.B.1. “martial arts”, section 4 reference to “deadly weapon”, section (g)(27) “cellular telephones”, and section (t) XI. “Change of residence during expulsion proceedings”. Chair Nocera asked Dr. Charles to check with our attorney with regard to adding a State or Federal Statute reference to our policy in section (i) IV.B.1. and possible additional wording for section (t) XI. and report her findings to the Policy Committee.

Dr. Charles stated Attorney Sheffield had emailed her the policy with the changes inserted. The changes made to the policy have been highlighted in yellow. She had added the State Statutes references to I. A. Dangerous Instrument, B. Deadly Weapon, C. Electronic Defense Weapon, and I. Martial Arts Weapon.

Dr. Charles said the attorney had checked the suspension and expulsion section (XI. Change of Residence During Expulsion Proceedings) and said it was correct and that the board has the option of expelling the student if necessary.

Concerning Items #27 & #28 - possession and/or use of electronic devices, the wording is the same as in the statutes so it should not be changed. The Policy Committee will review policy #5131.81 concerning use of Private Technology Devices by Students.

The Policy Committee recommended this revised policy #5114 be presented to the Board of Education at its next meeting. This policy already had its first reading and now will require its second reading. All members agreed.

**#5131.81 - Use of Private Technology Devices by Students** – this new replacement policy was forwarded to Dr. Charles by Shipman & Goodwin. The Policy Committee reviewed the policy and did not have any objections to it. The second section concerning Access to Board Technology Resources must be reviewed by Michael Skott, Directory of Technology. He will be asked to attend the next Policy Committee meeting to further review this policy.

The Policy Committee recommended this replacement policy be further reviewed at its next meeting. All members agreed.

**#5131.7 Weapons and Dangerous Instruments** – Dr. Charles stated Shipman & Goodwin recommended we delete this policy as it is outdated and will be covered under the #1600 policy mentioned below.

The Policy Committee recommended Policy #5131.7 be presented to the Board of Education at its next meeting for DELETION and as the changes are legal changes and a new Policy #1600 will cover the information, it will require only a First and Final Reading. All members agreed.
#1600 Otherwise Lawful Possession of Firearms on School Property – Dr. Charles stated Shipman & Goodwin recommended we delete our present policy, as it is outdated and replace it with its up-to-date policy. The Policy Committee reviewed the proposed replacement policy and decided not to include an optional exception concerning hunters on school property. It also decided not to include an optional exception concerning armed security officers carrying firearms.

It is noted that the new policy will have a different caption as follows:

#1600 Possession and Use of Deadly Weapons or Firearms

The Policy Committee recommended this #1600 Replacement policy be presented to the Board of Education at its next meeting and as the changes are legal changes it will require only a First and Final Reading. All members agreed.

#5131.911 – Bullying – The Policy Committee reviewed the legal changes that were made in the policy:

- On page 5131.911(g) add “5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)”

- On page 5131.911(h) add “3. Implement the provisions of the school security and safety plan, , (developed pursuant to Section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school’s security and safety committee;”

- On page 5131.911(h) last paragraph change activities from #1 and #2 to #1 and #3 and take out above and from and add the word or “Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 and #3 above and from or any other committee activities that may compromise student confidentiality.”

The Policy Committee recommended this revised policy #5131.911 be presented to the Board of Education at its next meeting and as the changes are legal changes it will require only a First and Final Reading. All members agreed.

The Policy Committee suggested the next policies to review would be:

1. #4111.2 – Equal Employment Opportunity/Affirmative Action
2. #5131.81 - Use of Private Technology Devices by Students
3. Other

The next Policy Committee meetings will be scheduled for Tuesday, January 21, 2014, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.
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