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

Also Present:
Dr. Patricia Charles, Superintendent, Kathleen F. Bengtson, Administrative Assistant, Ava McGlew, Interim Food & Nutrition Manager, Michele DiMauro, Manager of Human Resources, and Mark Langton, Transportation Manager

The following policies & bylaws were discussed:

#3541.44 – Use of Private Vehicles on School Business – Mark Langton spoke to this policy and said CABE had revised this policy as of 2010. In reviewing it with our current policy, Mark suggested we use the CABE policy, but include items #3 and #4 from the current policy:

3. No student shall be sent on school errands with his/her own vehicle, an employee's vehicle, or a Board-owned vehicle.

4. The Board shall assume no liability when a student uses his/her own vehicle for a school related activity.

Mark wanted to be sure we were covered with any summer employees, and to make it clear that a student cannot be sent on a school errand using his/her own vehicle. Sheila Daniels asked about students using their own vehicle to and from practice and Mark stated that was no problem.

Ava Hart asked about the definitions of types of Connecticut Public Passenger Endorsements. Mark supplied a list and spoke about the “V”, “A”, and “F” endorsements and when they are required.

The Policy Committee recommended this revised policy be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#3541.44 – Privately Owned Vehicles FORM - The current form was reviewed and the recommendation was made to keep it in line with the City of Middletown employee liability limits. Mark will check with the City and update the form.

This form will be revised and approved when Policy #3541.44 is accepted by the Board of Education.
#4111.1 – Affirmative Action in Recruitment and Selection – At the Policy Committee Meeting on March 28, 2014, the Committee asked the following:

“#4111.2 - The team discussed the Affirmative Action Plan to accompany 4111.1. It was assumed that this was the purpose of #4111.2. If so, the committee suggested that this should be a regulation. The superintendent will check with the Manager of Human Resources about the plan. Additionally, the superintendent will inquire if we do Item #2, racial and ethnic employment programs. The CREC Minority Recruitment Fair was discussed. Check before omitting #5. Additionally, we will check if notices of vacancies are sent to 1. College placement offices 2. Minority affairs offices or 3. Minority organizations.

Review changes to 4111.2 Appendix A with Manager of Human Resources for accuracy, additions, or deletions.”

We have questions for Anne Littlefield regarding the many policies that seem to be redundant in this section: 4111.1 Affirmative Action in Recruitment, 4118.11 Nondiscrimination, 4118.111 Grievance Procedure Title IX, 4118.112 4218.112 Sexual Harassment, 4118.14 Disabilities. Can/should one policy cover all of these components?

In response to the above, Michele DiMauro, proposed to revise Policy #4111.2 and change it into the Regulation for Policy #4111.1. Her numerous suggested changes were reviewed by the Committee.

Pat Charles said she would ask Attorney Littlefield for the law firm’s affirmative action policies.

Michele DiMauro stated she is always looking for the best site to post positions.

Dr. Charles stated she would want Ralph D’Amato to look over Appendix A to see if he would have any suggestions. Kathy will email him the Appendix.

It was determined to wait and discuss this policy and regulation with our attorney.

#4111.2 – Affirmative Action in Recruitment and Selection (POLICY) – to be deleted as a Policy and changed to Regulation #4111.1 with proposed revisions.

This Regulation will be revised and approved when the other policies are accepted by the Board of Education.

#6111 – School Calendar – Dr. Charles spoke to this policy and requested the following changes:
The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including graduation for students in grade twelve.

After April first in any school year, the Board may establish a firm graduation date which, at the time of such establishment, provides for at least 180 days of school.

The Policy Committee recommended this revised policy be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#6142.101 – Student Nutrition and Physical Activity POLICY – Ava McGlew spoke to the proposed changes to this policy. She stated, “I am applying for the Healthier US Schools Challenge and it includes some criteria that we are not yet meeting. If we are provided with this award, we will receive $500 per elementary school and a large banner to hang on the schools stating we are a Healthier US School. This could be a potential $4,000 to use to anything wellness related for the district.

In order to be eligible, our wellness policy needs to include “students will not be denied physical activity (and recess) or given physical activity as a means of punishment” AND “Middletown Public Schools will not provide food as a reward or deny food as a means for punishment.”

The noted criteria added in the policy was already in the regulations, but needed to be stated in the policy as well.

Sheila Daniels questioned how often the Wellness Committee was required to meet. The decision was made to add: “The committee will meet a minimum of two times annually or more as needed.”

Sheila also requested the first paragraph dealing with childhood obesity be deleted. She thought it is better to focus on over-all wellness. The Committee agreed.

Dr. Charles requested the School District Wellness - Monitoring section in the regulation be also added to the policy.

The Policy Committee reviewed the proposed changes and recommended this revised policy be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#6142.101 – Student Nutrition and Physical Activity REGULATION – Ava McGlew said the only change to this regulation would be the substitution of “My Plate” for “My Pyramid” as My Pyramid is no longer used. The Committee decided to remove the reference to My Plate all together, thereby making it unnecessary to change the regulation if the publications are changed or cancelled.

The following: “The committee will meet a minimum of two times annually or more as needed.”
was also added to the regulation.

This Regulation will be revised and approved when Policy #6142.101 is accepted by the Board of Education.

#6153 – Field Trips and Community Service POLICY – Dr. Charles said there was a question as to how often a field trip and/or extended field trip had to be brought forward to the Board of Education. The answer was found and therefore no action was necessary on this policy at the present time.

The Policy Committee agreed no further action needed to be taken with this policy.

#9130 – Committees - This bylaw was sent to the Board of Education on May 13, 2014, for its first reading. The BOE minutes showed the following:

X.O. Bylaw #9130 Committees (revision) - First Reading

MOTION: Move to approve the first reading of Bylaw #9130 Committees was made with a motion by Ms. Daniels and a second by Mr. Wynn.

Mr. Loffredo reviewed the changes recommended and noted an error stating that after one year the Board dissolves all the committees. Ms. Daniels stated that the item was misplaced and belonged in the ad hoc section of the policy.

VOTE: Approval of the first reading of Bylaw #9130 Committees, as amended, passed with a unanimous vote.

Dr. Charles wanted to review this change. It was noted that with the proposed amended change, there would be no way to dissolve a Standing Committee, if need be.

After reviewing it, the Committee decided to propose the following for Item #5:

5. be reestablished or dissolved with the election of new Board members or at the discretion of the Board Chairman subject to a vote by the full Board.

As this bylaw already had its first reading, the Policy Committee recommended this revised bylaw be presented to the Board of Education at its next meeting for its second reading. All members agreed.

The Policy Committee suggested the policies and bylaws to review at its next meeting would be:
1. #4115.3 -- Coaches (Regulation and forms were just changed – probably don’t need policy)

2. #7000 Series

3. Other

The next Policy Committee meeting has been rescheduled from June 17, 2014 to Tuesday, June 26, 2014, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb