MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE
Minutes
Tuesday, March 15, 2016
Dr. Alfred B. Tyksen Administration Building
8:00 A.M.

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

Also Present:
Dr. Patricia Charles, Superintendent, Michele DiMauro, Manager of Human Resources, Ava McGlew, Food Services Manager, Mary Emerling, Nurse Supervisor, Kathleen F. Bengtson, Administrative Assistant, and Meg Susi, Community Member.

The following policies and bylaws were discussed.

#3320 – Purchasing Procedures – On March 8, 2016 the BOE sent this policy back to the Policy Committee for further clarification on the Manager of Financial Operations title and job description.

For clarification, Dr. Charles had emailed to Kathie Morey at City Hall for her review of the procurement policy and regs. 3320. She reviewed the Finance Manager job description with regard to what is written in our proposed policy revision and sees no conflict and stated that procurement is a major function of the Finance Manager’s role and it is clearly stated in the job description, as well as coordinating staff and directing/controlling expenditures. She is fine with the policy/reg. revisions and sees no conflict.

The Committee discussed the matter and recommended this revised policy be brought forward to the Board at its next meeting for its second reading.

#3542.22 – Food Service Personnel – Code of Conduct – This is a newly mandated policy. The committee reviewed the two versions of the CABE recommended policies. Michele DiMauro joined the meeting and distributed a copy of the City’s Code of Ethics. Ava McGlew recommended the second CABE version as it only addresses the Code of Conduct which will cover the mandate. The first version of the policy also addresses resolution of controversies and public access to procurement information which subjects are covered in other policies. Dr. Charles questioned if the Code of Conduct conforms to the City Code of Ethics. After reviewing the documents, the Committee recommended inserting wording into #2 as follows:
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” shall be anything of more than fifty dollars in value shall apply, from any one source during any period of one year.

The Committee discussed the matter and recommended this new policy be brought forward to the Board at its next meeting for its first and final reading.

#7551 – Naming School Facilities – Dr. Charles requested this policy be brought forward to address a request for the naming of the WWMS gym after Jose Trinidad. Kathy stated she had spoken to Marco Gaylord who said he believed the gym at WWMS is already named for someone. Sheila noted all the names, including the gym, went to the new MHS. The Committee discussed what would be appropriate to memorialize students. The Committee discussed the format used at Farm Hill School for a student that passed away while attending the school. A plaque was erected in his honor in the gym. The Committee decided to add student memorials to the policy. The following wording is recommended for insertion:

Student Memorials

In the unfortunate event that a student passes away and a request is made to honor the child, the following memorials may be considered: a memorial plaque, planting, bench, or similar remembrance. Upon request of the principal, the memorial may be granted by the Superintendent with approval by the Board of Education.

The family will be consulted at the time of the request.

Memorials honoring students do not require extended wait periods or committee of the Board. The Board of Education is not responsible for the cost of the memorial.

The Committee discussed the matter and recommended this revised policy be brought forward to the Board at its next meeting for its first reading.

#5141.27 Use of Automatic External Defibrillators (AEDs) - Dr. Charles requested this policy be brought forward to address certain minor changes that she felt should be clarified in the policy.

The current policy has the following in its first paragraph. Only individuals who have completed the required initial training and recurrent training as specified by state law and regulations and as advised by the District’s Medical Advisor will administer the device.
There seemed to be conflicting views on how this related to the Good Samaritan law and which would be the correct wording. Dr. Charles will contact the City attorney for clarification. Also added to the policy will be the following, “The district will identify AED Monitors who will be responsible for maintaining AED operability and communicating with District Administration regarding the location and operational status of their assigned AEDs.”

The proposed regulation was also reviewed. To keep in compliance with the regulation, Mary Emerling, has created a document signup sheet which will detail for each location the AED Responders, their certification date and email. constructed a document which proposes three tiers:

Level I - Principal, School Nurse, Custodian
Level II - Additional staff trained in CPR/AED
Level III - Athletic Coaches and Trainers trained in CPR/AED

Dr. Charles said she has approximately 120 people who want to be trained in CPR/AEDs. She asked Sheila Daniels to bring this forward to the Board of Education and determine who should be trained and if it goes forward who would pay for the training.

Mary Emerling reflected if the District is willing to take this on, there should be a system in place to keep an up-to-date list on all trained CPR responders and when they would need recertification.

Dr. Charles felt there is a need for more AEDs in a few more areas and also portable AEDs to be available for offsite school activities.

Sheila Daniels said she will ask the board for money to purchase more units.

After the city attorney has clarified the first paragraph and made necessary changes, the Committee recommends this revised policy be brought forward to the Board at its next meeting for its first reading.

There was not enough time to address the following, which hopefully will be addressed at the next policy committee meeting:

#0000 – Mission/Philosophy
#0200 – Goals for Student Accomplishment
#5141.221 – Pediculosis (HeadLice)
#5141.251 – Bedbug

#5144.4 – Physical Exercise and Discipline of Students
#6142.10 – Health Education Program
#6142.61 – Physical Activity – Any one of these three above policies will address the mandated
policy which addresses the requirement of Physical Exercise and Discipline of Students as required in PA 13-173

#9325.2 – Order of Business

The next Policy Committee meeting is scheduled tentatively for Tuesday, April 26, 2016, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

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