MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE
Minutes
Tuesday, February 28, 2017
Dr. Alfred B. Tychsen Administration Building
8:00 A.M.

Board of Education Policy Committee Members Present:

Sheila Daniels, Chair

Also Present:

Dr. Patricia Charles, Superintendent, Meg Susi and Christopher Sugar, Appointed Policy Community Members, Vincent Loffredo, BOE Chair; Ann Perzan, Director of Special Education, Michele DiMauro, Manager of Human Resources, Mike Skott, Director of Technology, and Kathleen Bengtson, Administrative Assistant.

The following policies and bylaws were discussed.

#4111 – Recruitment and Selection – Michele DiMauro and Dr. Charles requested this policy and #4111.1 be addressed. There have been discussions regard the necessity for an Affirmative Action plan as opposed to a Minority Recruitment plan. After reviewing the CABE suggested policies and Michele DiMauro looking into the issue, the Committee decided to keep our present policy, which was previously adopted on September 8, 2015, and to include in the updated policy the latest information on the hiring of retired teachers which became effective on July 1, 2016.

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

#4111.1 – Affirmative Action in Recruitment and Selection – Michele DiMauro stated most Boards of Education do not have an Affirmative Action plan, just a Recruitment and Selection program. Kathy had contacted Vincent at CABE and he stated we are required to have a Selection/Recruitment plan, but not an Affirmative Action plan, but it might be helpful to have an Affirmative Action policy in effect to be referenced in applications for grants, etc. Vincent Loffredo also questioned if we needed it for grants. Shipman and Goodwin suggested we might be putting ourselves at risk if we have an Affirmative Action plan because we are not required to. We should have a Minority Recruitment plan. After much discussion, the committee decided to revise the present policy including the update of the minorities definition.

The Committee discussed the matter and recommended this policy be brought forward to Board of Education for its first reading.

#4112.52 – Criminal History Record Information – Michele DiMauro requested this newly
mandated policy be discussed. Kathy had contacted CABE and was informed that it will be issuing a policy in its April quarterly issue (probably coming out end of March). The State Department of Emergency services supplied us with its Criminal History Record Information (CHRI) procedures, which Kathy formatted into a Middletown Policy, she used #4112.52, which was supplied by CABE.

The State Department of Emergency Services was audited by the FBI and all school districts in the State of Connecticut will be audited. Mike & Michele went to a training regarding this new policy. Access to CJI and/or CHRI is restricted to authorized personnel. The main focus of this policy is to make sure all fingerprints and criminal record information received by our District are stored in a safe and secure place. The rooms must be secured and there will be requirements as to who can enter and clean the rooms where the files are securely contained. All computers and servers containing this sensitive information must be password protected and locked. The policy deals with concern around security of hard drives. Doors need to be locked with only authorized personnel having access to the key. The first time the FBI audits, it will be to make sure our district is working to full compliance. Thereafter, fines will be a consideration. From information around “proper use” of CHRI only two people can delete fingerprints (Michele DiMauro and Mike Skott). Training must be done every other year. Michele stated the Board can no longer fingerprint City employees. *It cannot share results.* The cost for fingerprints for the Board is $12.00 while on the City side the cost will be $62.

Vincent Loffredo asked if this applies to everyone. Mike said it does, but he clarified this policy is more about compliance in storage and handling of criminal justice information and criminal history record information.

Vinnie suggested we reference the CJI website under legal references. Dr. Charles and Vincent Loffredo agreed to have the legal references inserted in this policy when they have been received from CABE.

**The Policy was reviewed and the Committee recommended it be brought forward at its ext meeting for its first and final reading.**

**#5145.4 – Nondiscrimination – Americans with Disabilities** – Ann says she expects these to be changed by the state many times and recommend we use the latest CABE policy.

The Committee decided a regulation for this policy would not be necessary.

**The Policy was reviewed and the Committee recommended it be brought forward at its next meeting for its first and final reading.**

The next Policy Committee meeting is scheduled for March 21, 2017.

/kfb