MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE
Minutes
Wednesday, March 22, 2017
Dr. Alfred B. Tychsen Administration Building
3:15 P.M.

Board of Education Policy Committee Members Present:

Sheila Daniels, Chair and Christopher Drake

Also Present:

Dr. Patricia Charles, Superintendent; Ann Perzan, Director of Special Education; Michele DiMauro, Manager of Human Resources; Mike Skott, Director of Technology; Meg Susi, Appointed Policy Community Member; and Kathleen Bengtson, Administrative Assistant.

The following policies and bylaws were discussed.

#4111.14 Nondiscrimination – Americans with Disabilities (Personnel) – At the last Policy Committee meeting, policy #5145.4 Non-Discrimination (pertaining to students) was sent forward to the board. That policy was adopted by the Board of Education on 3/13/2017. Kathy brought forward this policy #4111.14, also about nondiscrimination but pertaining to Personnel. She requested it be updated so it will conform to the student policy. Michele DiMauro stated she had reviewed the CABE policy, regulation and form. She recommended using the CABE policy and regulation which were recently updated by CABE in January, 2017.

A question was asked whether we wanted to use the CABE regulation and its corresponding Appendix which listed specific impairments considered to be disabilities, after discussion Dr. Charles and Ms. DiMauro decided to use both the regulation and appendix.

Concerning the ADA Employee Request for Accommodation form, Ms. DiMauro recommended we continue using the existing form she received from Shipman and Goodwin, which is very similar to the CABE form except the Shipman and Goodwin form contains wording on “Genetic information”.

In the discussion, Ms. DiMauro stated FMLA and ADA are very similar and she works with our employees to accommodate them.

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

#5131.111 – Video Surveillance – Dr. Charles requested this policy be brought forward as there have been situations and questions concerning video surveillance and the many cameras we have. She suggested we have a policy to address this issue. Kathy distributed a packet from CABE concerning the matter.

Dr. Charles stated there is component in the CABE information (“Audio shall not be part of the
video records made, reviewed or stored by the District”) -that caught her eye. She stated many of our school buses have cameras and she wanted a policy to address this. Dr. Charles spoke to our lawyers, Shipman and Goodman, and they said it is okay to have audio.

Christopher Drake asked whether there are signs indicating video surveillance is in use. Dr. Charles said there are signs on every school bus and in the schools.

Kathy stated CABE has this as a recommended policy, not a required one.

Christopher asked the procedures for storage once we have videos save and recorded. Pat said a video is not an educational record unless there is an event. If police come with a warrant, then they can have a copy of video.

We need court order to release. Shipman and Goodwin does not encourage the FOI, usually better to fight it. Mike Skott said that the videos, at the most, are only stored up to 30 days, then they are written over.

Dr. Charles stated if she was questioned on surveillance, she would like to be able to point to a policy covering this topic.

The Committee discussed the regulation sample supplied by CABE and determined no regulation should be required, but notification to the public concerning video surveillance should be posted in the Annual Notifications section of the District’s website.

**In this new policy, there will be mention of it in the Transportation Handbook.**

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

Sheila Daniels requested we look at a couple of policies:

**#6112 School Day** – The Committee reviewed it and found it to be fine. But it was requested that Dr. Charles update the regulation to the current times and procedures. Dr. Charles asked Kathy to supply her with #6112 Regulation concerning school day so she could revise it.

**#6114.6 – School Closings** - new policy. Sheila Daniels had requested Kathy to contact CABE to see if it had anything concerning weather related school closings under any Emergency/School Closings policies. There was a question as to whether there was any policy concerning closing of schools during the day due to weather conditions and then using the schools for after-school and evening events/activities. The reasoning behind bringing this up was the desire to have a policy in place to refer to rather than work off of past practice. Kathy gave Dr. Charles the CABE policy #6114.6 she had received. After a full discussion, it was decided to see what other districts did in this situation and whether they had any policies to cover it. Kathy will research other surrounding districts for the information. The committee will revisit this at the next meeting.

The next Policy Committee meeting is scheduled for April 25, 2017.

/kfb