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

Also Present:
Dr. Patricia Charles, Superintendent
Kathleen Bengtson, Administrative Assistant Member
Mary Emerling, Nurse Supervisor
Colleen Weiner, MHS Principal
Donna Marino, Parent Resource Coordinator

#4111.3 – Minority Recruitment Plan --
Dr. Charles wanted to bring this matter forward as it is in her goals as Superintendent. The Committee had discussed it at its last meeting, and brought it back for further discussion. A full discussion was had concerning this matter and the policies involved. CABE states this policy is not required.

Dr. Charles wanted to know how can we work this into everyday and will the Board and staff have the willingness to embed it into our everyday routine?

Colleen Weiner suggested that we use the rubric as an addition to the regulation, which would be great kickoff for discussion.

Chris Drake stated once the BOE adopts this regulation, it will need to keep this initiative in mind for the budgeting process, along with how it will affect the MFT collective bargaining.

Donna Marino stated many people do not know the difference between equality and equity.

At the last Policy Committee meeting, the Committee had decided to use the Minority Recruitment Plan as the Regulation for Policy #4111.1, but after this meeting, the decision was made to keep it separate and the minority recruitment plan will be covered in a new regulation #4111.3 and a new policy was not needed.

Due to the importance of this Regulation, the Committee recommended it be brought forward to the next BOE meeting for its first reading.

#0300 – Ensuring Educational and Racial Equity -- Dr. Charles had requested the Policy Committee review this document from the last policy committee meeting. After considerable discussion on the policy and what series this policy should be included in, it was decided to insert it in the 0000 Series - Mission – Goals – Objectivies under #0300. The Racial Equity
Analysis Tool will become the regulation for this policy, along with the addition of the rubric which Colleen Weiner suggested be included to define it more clearly.

This New Policy #0300 was reviewed and the Committee recommended it be brought forward to the Board of Education at its next meeting for its first reading.

#6153 – Field Trips – Our current policy is dated June 20, 2006 and the regulation is dated September 3, 1996, both need to be reviewed. This policy has been address for the last two policy committee meetings, along with numerous meetings with administrators.

Mary Emerling had concerns on who pays for the nursing services on field trips, also paraprofessionals.

Christopher Drake stated we should have it in the form of the request for field trip. He is also concerned with the field trips and wants to be sure they are being offered to minority students.

Donna Marino wanted to know what can we do to fund the opportunities for students who need these opportunities. Upward bound is academic. Colleen talking about experiences being offered.

Chris said we are fortunate in that we live near many educational opportunities. Colleen said busing is the problem, many times there is not enough time to get a field trip within school hours. Mary Emerling feels the lower middle class is pushed economically and many times cannot participate. Donna Marino feels we need to write more grants to get more field trips. We need to create wrap around services to support them. Needs greater emphasis on how we are fund raising. Colleen worries about cost and wondered if it was legal to have the costs paid by all students. Dr. Charles will contact our lawyer to get her opinion.

Dr. Charles brought forward a proposed revised CABE policy. This policy will include the wording:

Safety is of paramount concern on any field trip. The ratio of students to adults will be determined by the administration. In making such determination, the administrators or designee will consider whether groups of students will be permitted to leave a chaperon at any time during the field trip.

Change the definition of

2. School Club Sponsored Activities (as follows)

Trips taken outside of school hours for club-sponsored activities are not considered field trips, but must complete the required paperwork for authorization.

- Another change was: All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date.
Another important part of this policy will include:

The school nurse has the right to deny participation in field trip activities due to concerns for student health and well-being resulting from the failure of the parent/student to submit required documents for implementing medical interventions during the field trip prior to the day of the trip. (Issues resulting in denial of participation include, but are not limited to: incomplete or missing medical intervention plans and/or required MD orders for medication administration of daily or emergency medications; and, the absence of medications). Field trip organizers and the school nurse shall take corrective actions, such as notifying parents and/or students prior to the field trip, in the event of identified health concerns that impact the health and well-being for student(s) during a field trip.

Another change: **The cost incurred for a background check is incurred by the volunteer. All paperwork must be submitted and approved prior to the trip.**

**Costs of Field Trips**

The cost of field trips includes transportation, lodging, meals, nursing services when required, and entry fees. Fund raising activities (following District policies) must be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the administrator.

Lastly,

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised
- All safety precautions are observed, including a reunification plan should a child become separated from a group, or the groups are relocated due to a natural or manmade emergency
- All trips contribute to the educational program
- All trips must allow a plan for payment alternatives

The administration reserves the right to deny the participation for any student on any field trip based upon actions or behaviors that may adversely impact the health and safety of students and/or staff.

Mary Emerling brought the regulation forward and the committee approved it. The field trip froms will be updated.

**The Policy #6153 was reviewed and the Committee recommended it be brought forward to the next BOE meeting for its first reading.**

The next Policy Committee meeting is scheduled for September, 2017.

/kfb