MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE
Minutes
Tuesday, June 12, 2018
IT ANNEX, 310 Hunting Hill Avenue, Middletown, CT
8:30 A.M.

Board of Education Policy Committee Members Present:
Cheryl A. P. McClellan, Chair
Marilyn S. Rios
Edward Ford, Jr.

Also Present:
Dr. Michael Conner, Superintendent of Schools
Kathleen Bengtson, Administrative Assistant
Michele DiMauro, Manager Human Resources
Meg Susi, Community Member
Chris Sugar, Community Member

Meeting was called to order at 8:35 A.M.

The following policies and bylaws were reviewed:

#1250 – Visits to the Schools - History on this policy “This Policy is old April 13, 2004 and required updating. The Regulations for this policy had been updated on April 10, 2018, by the administration with the newest procedures for school visitors. Marco Gaylord had reviewed this policy and recommended we insert the proposed CABE wording to replace the original policy.”

This policy was tabled at the May 8, 2018, Board Meeting and returned to the Policy Committee for further review. At the last policy meeting, this policy was approved to be forwarded to the Board. Later, Ed Ford requested that the Policy Committee again look at it before tonight’s Board meeting.

Meg stated her observations of how some schools were not consistent in the following of procedures of this policy.

Another full discussion took place, Michele DiMauro discussed the volunteer process and the procedures for background checks, volunteer forms are filled out yearly. She shared the District will be moving to AppGarden software which will assist in tracking our volunteers more consistently.

Ed discussed how this policy pertains to Board Members. Cheryl stated she was having second thoughts on this policy and how to make the wording more welcoming. She proposed adding the following:
In order to promote a safe and productive educational environment for all students and staff, the Board of Education requests all visitors to communicate with the principal or designee for availability prior to visiting.

The Policy Committee members also proposed keeping the first sentence in the second paragraph:

Board of Education members who visit schools of their own volition have no more authority than any other citizen. Board of Education members have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.

The following CABE language was also added to the policy:

*The Board of Education encourages visits by citizens, residents, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.*

Upon arrival, all visitors must comply with Administration Regulation #1250a-c and any other applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area/main office of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

The Policy Committee recommended this 2nd proposed revision to Policy #1250 – Visits to Schools - be brought forward to tonight’s BOE meeting for its first and final reading. Note: Cheryl will forward this 2nd revision to the BOE members today (in placed of the one Marcy had in the members’ packet), along with distributing a copy of the document to the members at tonight’s BOE meeting. [Note: During the BOE meeting the red highlighted wording was deleted.]

*#6146.2 – Statewide Proficiency / Mastery Examinations --* This policy was reviewed by the Committee last month, but after that meeting more CABE recommended changes were noted and Chair Cheryl McClellan decided to have it reviewed again at our next Policy meeting. Dr. Enza Marci had reviewed the CABE policy and recommended certain paragraphs be inserted. There were references to the CAPT testing which are no longer in effect. Said references were removed. Kathy stated that she had checked with CABE and we had their most up-to-date policies.

The recommended changes are as follows:

“Each student in grades three through eight inclusive and grade eleven shall take the statewide mastery examinations.
Students who meet or exceed the statewide mastery goal on all components of the tenth eleventh grade SAT and Next Generation Science Standards (NGSS) Connecticut Academic Performance Test (CAPT), shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for all components. Students who have not met goal are encouraged – but not required – to retake that portion of the CAPT the SAT, even those who have achieved proficiency.

Achieving a satisfactory score on the CAPT SAT test shall not be the sole criterion for graduation.

Special education students shall participate in mastery testing except when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of a checklist as specified by the State Board of Education.

All English learners (ELs) including recently arrived, defined as those students whose initial entry date in a U.S. school is less than two years (24 months) prior to test administration are required to participate in all content areas of the state summative assessment.

All students identified as English Learners (EL) regardless of how long they have been enrolled in school shall take the mastery examination in all content areas (reading/language arts, mathematics, science). Scores on each component of the mastery examination for English learners who have been enrolled in school in this state or another state for fewer than twenty (20) school months shall not be used for the purposes of calculating the school accountability index as defined in C.G.S. 10-223e.

The Board of Education recognizes that federal law requires full participation of all students on the state summative assessments, with a minimum standard for the participation rate of at least 95 percent of all students and all student groups for each subject. Further, the Board realizes there are consequences for districts and schools not meeting this participation role threshold on these state summative assessments.

The school district shall annually report to the State Board of Education indicators of (a) instructional improvement and, (b) student progress as a result of testing, remedial assistance and compensatory program in accordance with C.G.S. 10-14m et seq."

This revised Policy #6146.2 was again reviewed and the Policy Committee recommended it be brought forward as is to the 6/26/2018 BOE meeting for its first reading.

Other matters – Marilyn Rios had emailed Kathy, wanting to clarify how to get an item on the agenda, as the Policy committee and Communications committee have been joined together.

Michele DiMauro stated as Cheryl A. P. McClellan is the Chair for the Policy Committee, and Kathy Bengtson is the point person for policies, the new Communications Director will be the point person for communication, with Marilyn Rios as the former Communications Chair, either Cheryl and/or Marilyn can contact Kathy to have items put on the Policy Committee Agenda.

Edward Ford questioned the status of the grant policies. Kathy stated she had made a list of the grant policies along with the CABE information concerning them. Natalie Forbes will be reviewing them
over the summer and will notify Kathy when these policies are ready for Policy Committee review.

There was a discussion with Dr. Conner on equity concerning PTOs and fundraisers. How do we make sure every Middletown student receives the same opportunities?

Cheryl stated the Policy Committee would take the summer off, unless there were any emergency policies that would need addressing.

Meeting was adjourned at 9:30 A.M.

The next scheduled Policy Committee meeting is on Tuesday, September 18, 2018 at 8:30 A.M.

Respectfully submitted,
Kathy Bengtson
Administrative Assistant