MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE
Minutes
Tuesday, May 14, 2019
IT ANNEX, 310 Hunting Hill Avenue, Middletown, CT
8:30 A.M.

Board of Education Policy Committee Member Present:
Cheryl A. P. McClellan, Chair

Also Present:
Michele DiMauro, Manager of Human Resources
Kathleen Bengtson, Administrative Assistant
Melaina Cossette, Administrative Assistant
Meg Susi, Community Member

Meeting was called to order at 8:30 A.M.

The following policies and bylaws were reviewed:

#1212 – School Volunteers (Michele DiMauro) Our current policy is dated October 9, 2012. Beginning July 1, 2019, the District will be using a new software program named app-garden for processing online volunteer requests. The volunteer would go on our website and click on the web-based link, be directed to the application, and answer the necessary questions. Volunteers will be required to complete this process every year, as an annual waiver of liability is necessary.

This system will save money for the District, currently it must pay $18 for each volunteer. With the new system, the District charge will be only $10. Presently each volunteer must pay a fee of $5 to apply. There will be no charge to the volunteer beginning July 1st, hopefully resulting in more people volunteering.

We believe this will be a much better procedure as parents have indicated their reluctance to put executed volunteer information sheets in the students’ bags. This is a safer, more protected way to volunteer.

The changes to the policy are as follows:

* Principals shall maintain a list of all regular volunteers in their schools (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.)
* Volunteers may be subject to a background check.
Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Michele DiMauro stated there will be a three level tier system which will be defined in the regulation as follows:

**Level I**

Volunteers will be classified in Level I as the following:
- Level I volunteers do not require formal screening or training, but an online volunteer application must be completed on an annual basis.
- Level I volunteers will be defined as current Middletown Public Schools students or staff.

**Level II**

Volunteers will be classified in Level II when they engage in activities in the presence of a Middletown Public Schools employee. Level II volunteers will complete the online volunteer application and DCF Release on an annual basis. Level II volunteers are those who engage in the activities listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present
- accompanying a class on a field trip during the school day with a teacher
- helping in the school office during regular school hours when a staff member is present.
- assisting in the cafeteria or library during regular school hours when a staff member is present.
- school events, i.e., dances, fairs, etc. under the supervision of a staff member.

**Level III**

Volunteers will be classified in Level III when they provide services to students when not in the direct presence of a Middletown Public Schools employee. Level III volunteers will be required to complete an online volunteer application, submit information concerning any prior or pending criminal offenses through a 3rd party background screening company, and will be required to submit a DCF Release. Level III volunteers are those who engage in the activities listed below:

- accompanying a class on a field trip when students are divided into small groups supervised solely by the volunteer chaperone for any length of time
- chaperoning an overnight field trip
- working in direct contact with students without the direct presence of a Middletown Public Schools employee

The Policy Committee requested this Revised Policy #1212 be brought forward to the next BOE meeting for its first reading. (Hope to get it on the Agenda for tonight’s Board Meeting)
#6162.4 Community Resources/School Volunteers – Regulation Only (Michele DiMauro)
The current regulation was dated back on September 3, 1996, and is outdated. Michele believes we only require one volunteer policy and the above-referenced policy #1212 should suffice, therefore recommending the deletion of this regulation.

Michele DiMauro recommended this Regulation be deleted. Because it is a regulation, the Administration will have the regulation deleted.

Meeting was adjourned at 9:40 A.M.

The next Policy Committee meeting is scheduled for Tuesday, June 11, 2019 at 8:30 A.M.

Respectfully submitted,
Kathy Bengtson
Administrative Assistant