

AMITY REGIONAL SCHOOL DISTRICT NO. 5 POLICY COMMITTEE MEETING MINUTES
March 23, 2021 at 5:30 p.m., Virtual Meeting

COMMITTEE MEMBERS PRESENT: Paul Davis, Steven DeMaio, Carla Eichler, George Howard

COMMITTEE MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Dr. Jennifer Byars

1. Call to Order

Chairperson Howard called the meeting to order at 5:30 p.m.

2. Approval of Policy Committee Meeting Minutes – February 22, 2021

MOTION by Carla Eichler to approve minutes as submitted

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

3. Public Comment

Email from Board of Education member

4. Discussion and Possible Action on Policy 6172.4 Title I Parent and Family Engagement

MOTION by Steven DeMaio to approve Policy 6172.4 Title 1 Parent and Family Engagement and forward to Board of Education for First Read

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

5. Discussion and Possible Action on Policy 3560 Capital Outlay

MOTION by Carla Eichler to approve Policy 3560 Capital Outlay as edited and return to Board of Education for Second Read

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

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6. Discussion and Possible Action on Select Policies in 4000 Series

a. Policy 4111.3 Minority Recruitment

MOTION by Paul Davis to approve Policy 4111.3 Minority Recruitment and forward to Board of Education for First Read

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

b. Policy 4112.51 Employee/Reference Checks

MOTION by Steven DeMaio to not consider Policy 4112.51 Employee/Reference Checks

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

c. Policy 4112.61 HIPAA Privacy Policies

MOTION by Steven DeMaio to not consider Policy 4112.61 HIPAA Privacy Policies

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

d. Policy 4112.8 Nepotism: Employment of Relatives

MOTION by Carla Eichler to approve Policy 4112.8 Nepotism: Employment of Relatives and forward to Board of Education for First Read

VOTES IN FAVOR, 4 (unanimous)

MOTION CARRIED

e. Policy 4113 Assignment

Reviewed Policy 4113 Assignment, appropriate as written

f. Policy 4113.1 Load/Scheduling/Hours of Employment

Incorrectly named as policy - actually regulation; Superintendent will eliminate regulation 4113.1 Load/Scheduling/Hours of Employment and incorporate into existing policy if applicable

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g. Policy 4116 Probationary/Tenure Status

MOTION by Steven DeMaio to not consider Policy 4116 Probationary/Tenure Status
VOTES IN FAVOR, 4 (unanimous)
MOTION CARRIED

h. Policy 4117 Disciplinary Action/Suspension/Dismissal

MOTION by Paul Davis to not consider Policy 4117 Disciplinary Action/Suspension/Dismissal
VOTES IN FAVOR, 4 (unanimous)
MOTION CARRIED

i. Policy 4117.31 Return to Work

MOTION by Carla Eichler to not consider Policy 4117.31 Return to Work
VOTES IN FAVOR, 4 (unanimous)
MOTION CARRIED

7. Adjourn

MOTION by Steven DeMaio to adjourn meeting
VOTES IN FAVOR, 4 (unanimous)
MOTION CARRIED

Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero, Recording Clerk

From: [Sheila McCreven](#)
To: [Pamela Pero](#)
Subject: Public comment for Policy Committee meeting today
Date: Tuesday, March 23, 2021 1:16:42 PM
Attachments: [Executive_Minutes_052103.pdf](#)

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Hi, Pamela -- would you please convey the following as public comment to the committee for today's meeting?

Many thanks,
Sheila

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Dear Amity Policy Committee members,

If it might be helpful, I'd like to clarify my concerns re: policy 3560 that has been sent back to your committee. As I mentioned in discussion at at our January and February meetings:

With regard to this portion of new text proposed to be added to existing policy text (available online at: [https://resources.finalsite.net/images/v1563541991/amityregion5org/wqq9yt09e3vwtcazwb2/business\\_3000\\_3560\\_Capital.pdf](https://resources.finalsite.net/images/v1563541991/amityregion5org/wqq9yt09e3vwtcazwb2/business_3000_3560_Capital.pdf)):

Supplemental appropriations to the capital and non-recurring fund may be made from estimated fiscal year-end surplus in operating funds for capital items.

My request is that this be clarified to include that, as far as I understand it, in addition to "supplemental appropriations" to the CNR, the Board is able to include a "planned appropriation" to the CNR as part of the annual budget process (so there is no need for an exclusive reliance on the supplemental approach). My thought here is that this increases transparency and public trust in the Amity BOE's budgeting and appropriations process. I would appreciate further clarification on this option and of course the guidance of administration as we contemplate the proposed policy language and how that might improve the board's budgeting process.

With regard to the following portion of new proposed text (the change that removes "approved"), please see the attached document, which describes the review process that took place i 2003 when the AFC policy was initially created (see page 2 of attached PDF under the heading "Review of Bylaw 9130.1"). Having sat through many of these meetings, long ago, I wanted to share this document, in the record of your meeting today, to help promote a common understanding of all current (and future) board members about the legal review that took place before this policy was enacted.

Any capital expenditure of a non-emergency nature, which may be over \$10,000, must be presented to and forwarded to the Board of Education with a recommendation by the Amity Finance Committee prior to being considered by the Board.

With regard to the following portion of changed text proposed to be made to existing policy text, my concern is that all Board members would no longer be informed (the original policy text stated : "In the event of an emergency, the Superintendent will advise all Board of Education members of the emergency and action taken.") and that the role of the AFC is unclear/not stated the same way it is stated in the AFC policy itself, thereby introducing the possibility of confusion or conflict between the two policies.

(In the event of an emergency, the Superintendent and/or Director of Finance and Administration shall promptly inform the Chairperson of the Amity Finance Committee and the Chairperson of the Board of the emergency and action taken.)

Finally, with regard to the last sentence of existing policy, I'm not sure I understand the thinking behind the proposed elimination, but perhaps this is something the committee could clarify when the policy returns to the full board for consideration again?

The two Board of Education meeting period is designed to encourage greater consideration of the benefits of the project.

Thank you for your consideration of my comments. I would be happy to answer any questions you may have.

With best regards,  
Sheila McCreven  
(ABOE member)  
63 Center Rd  
Woodbridge CT

**Minutes**

Members present: Gregory Egnaczyk, Kenneth Downey, Sue Cohen

Also present: Dr. Helene Skrzyniarz, Bridget Albert, Patricia Alves, Lorri Cavaliere, Leonard Bell

A meeting of the Executive Committee was held in the Presentation Room of the District Offices at 5:30 p.m. on Wednesday, May 21, 2003.

- ◆ The meeting was called to order by Sue Cohen at 5:30 p.m.
- ◆ Len Marazzi, Physical Education Department Head told the Committee that there is equipment in the weight/exercise room in the High School that needs to be removed for Health and Safety reasons. He would like to pursue fundraising options.
- ◆ Every student in the school uses the equipment as part of the physical education program. Much of the equipment is broken and cannot be repaired.
- ◆ Mr. Marazzi has been in contact with a company called Life Fitness that outfits physical education for the students. They will put new equipment in the High School and let the District pay over five years.
- ◆ There are obese students who cannot run the mile. We need remediation.
- ◆ Some parents, including Mr. Esposito who owns World Gym in Fairfield have offered to donate equipment, but a former superintendent, Dr. Gordon, said we cannot accept donations of equipment.
- ◆ Mr. Marazzi had accepted some equipment and been scolded by Dr. Gordon.
- ◆ Mr. Marazzi would like to take out the equipment that is broken and/or hazardous, take the good equipment to the Junior High Schools, and put new facilities in the High School.
- ◆ Dr. Goldstone and Mr. Marazzi would like to get the kids involved in the fundraising. This could cover the first year of the five-year payment; or we could contact parents to request donations of money and/or equipment donations. We could put plaques up with their names to acknowledge their donation.
- ◆ Greg Egnaczyk agreed that the dangerous equipment should be removed immediately, we need to find out the cost of removal. He suggested that a Committee be formed to look into the policy about not accepting equipment donations. The committee would also be responsible for presenting proposals for the Life Fitness plan and donations.
- ◆ Dr. Egnaczyk said that he wished Mr. Marazzi had brought this to the board during the budget hearings.
- ◆ Kenneth Downey said that we know we have awful scores in Bethany. We need goals and a concrete proposal.
- ◆ Mr. Downey said that a fundraising committee had been formed at one time, but it was disbanded.
- ◆ Dr. Egnaczyk would like more than one option presented to the board. One proposal for what we want the room to look like, several proposals on how to achieve that goal.
- ◆ We will need guidelines for what kind of equipment we will accept as a donation.
- ◆ Lorri Cavaliere said that her brother had gone to a game in Orange. The scoreboard was broken. He offered to pay for the light bulbs; he even offered to sign a waiver for liability. But he was told that there would be too much red tape to go through.
- ◆ Dr. Goldstone said that if we could go forward with the fundraising aspect, timing is crucial. We need to get started in the next three weeks.
- ◆ Dr. Goldstone said that every student uses the facility. There would be a symbolic value of the kids coming back in September to a new facility.

- ◆ Dr. Egnaczyk does not think the 5-year lease plan is a good idea. He said that this was unfortunately timed. If they had brought this to the budget hearings it could have been incorporated into the 2003-2004 budget.
- ◆ The Committee asked Dr. Goldstone and Mr. Marazzi to have the whole plan, including electrical and staffing needs, with all the costs ready to present to the board at the June Board Meeting.

**Item 1: Review bylaw 9130.1**

- ◆ The goal for tonight is to present the final copy of the bylaw to the Board.
- ◆ Leonard Bell presented the changes that had been made to the proposed bylaw.
  - ◆ The determination of whom will chair the Committee. For the first year the chair must be a board member who was involved in developing the 2003-2004 budget.
  - ◆ At any time if the Chair is a Board member, the vice-Chair will be a non Board member and vice versa.
  - ◆ The Shipman & Goodwin name has been removed.
  - ◆ There are two breaks from regular policy in out bylaws:
    1. The Chairman of the Board of Education does not appoint the Committee's Chairman
    2. The Chairman of the Board is a non-voting ex-officio member of the Committee.
  - ◆ Any time a request for change to the budget is brought to the AFC it must be brought to the Board.
- ◆ Lorri Cavaliere asked if this version is different from what the Board members received earlier today.
- ◆ Dr. Bell said yes, he received comments from the District's attorney that were incorporated after the earlier version was sent.
- ◆ Dr. Skrzyniarz thinks that the members of the community will like this version of the bylaw.
- ◆ The Board and the Superintendent should meet on an annual basis to develop strategic goals before the budget is put together.
- ◆ A schedule for developing goals must be set and carried out before the budget process begins.
- ◆ The Board of Education has no influence over non-Board Committee members.
- ◆ Kenneth Downey said that this is new ground—we will deal with issues as they arise.
- ◆ All motions made at AFC meetings must be reported to the Board, even if they are defeated.
- ◆ This bylaw has been reviewed by each of the towns' attorneys and the District's attorney Rich Mills.
- ◆ Though it is contrary to standard practice to not wait a full month to vote on this bylaw, the citizens of the communities would like this bylaw passed before they would approve the budget.
- ◆ Lorri Cavaliere feels that this bylaw takes too much away from Board members.
- ◆ Dr. Bell said that the Full Board sets the goals before the creation of the budget.
- ◆ Kenneth Downey explained that all recommendations must be brought to the Board, the Board always has the final say.
- ◆ Greg Egnaczyk said that all committees should have community members with expertise in that committee's function.
- ◆ There are controls against the AFC making decisions and not presenting those decisions to the Board.
- ◆ Mr. Downey said that the Board makes decisions on what should be funded, but it is the AFC's responsibility to find the funding, and to show the Board where cuts would have to be made to fund any new request.
- ◆ Dr. Bell asked Dr. Skrzyniarz what Commissioner Sergi's comments were.
- ◆ Dr. Skrzyniarz said that the Commissioner said that the chair of the Committee does not have to be a Board member.

**Item 2: Discuss Sub-Committees to Determine Specific Role/Need of Committee, Charge, Goals, and Make-up**

- ◆ The Chair of a Committee would form the nucleus of a communication.

- ◆ Small committees would organize the topics to be discussed by the Board
- ◆ Greg Egnaczyk does not think we should form any other sub-committees. For example, he believes we should have a report of needs by the Director of Facilities. Then we would set up an advisory committee with a project. It would be a short-term committee for a special project only.
- ◆ Jill Ferraiolo sees the Board as policy maker. The facilities committee would do the necessary study then present their findings to the Board.
- ◆ Dr. Skrzyniarz's responsibility is to implement projects.
- ◆ The Board's responsibility is to identify needs.
- ◆ Tom Hurley disagrees with scattering facilities projects to different people. He believes that you lose continuity if you spread the responsibility out. One facilities committee should oversee all facilities projects.
- ◆ There is a certain amount of legwork that the Full Board should not be bogged down with.
  
- ◆ The meeting was adjourned at 7:05 p.m. due to the Roof and Boiler Building Committee Meeting. The remaining agenda items will be discussed at the next Executive Committee Meeting.

Minutes Respectfully Submitted by

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Alicia S. Leonard