

Minutes of the Policy Committee of the Board of Education
 Regional School District 14 www.ctreg.org
 Tuesday, October 18, 2016

Start: 5:37pm End: 6:30pm

In attendance were: John Chapman, Pam Zmek, Maryanne Van Aken, Superintendent Dr. Anna Cutaia-Leonard and BoE clerk, Natascha Schwartz. There was one member of the public, Mrs. Paula Paolino.
Missing: George Bauer

Mr. Chapman moved to add an agenda item of public comment and seconded by Ms. Van Aken.
 The motion carried 3-0-0.

The purpose of the meeting is to regroup as it had been a while since the committee last met. Mr. Chapman noted that what they have already accomplished is very positive. By-laws revision needs to be addressed. Mr. Chapman was pleased to advise that this was supposed to be a 2 to 3 year project and the committee has already completed 60-65% on policy work, which is most of the heavy lifting, in just 1 year.

Mr. Chapman requested to set priorities for completion of Packet 3 and 4 Dr. Anna went through the list of policies to be addressed by priority of high, medium and low.

Series 9000 was not necessary to do as it was revised by Mark Sommaruga from Pullman and Comley in April 2015. Series 9000 includes:

9012 – Legal Responsibilities of the BOE	9325 – Meeting Conduct
9322 – Public and Executive Sessions	9330 – Board/School District Records
9323 – Construction of the Agenda	

Dr. Anna gave deadlines for the high, medium and lower priority items:

High priorities to be revised are as follows:

5131.911 – Safe Schools Climate	7211 – Architect Selection
5141.21 – Administering Medication	7221 – Construction of Physical Facilities
5141.22 – Communicable/Infectious Diseases	

Medium priorities to be revised are as follows:

6114 – Emergencies and Disaster Preparedness
 6177 – Use of Commercially Produced Video recordings/DVDs
 6143 – Wellness

Low priorities to be revised are as follows:

5114 – Suspension and Expulsion/Due Process	3152 – Spending Public Funds for Advocacy
5145.15 – Directory Information	3433 - Budget & Expense report/Annual Financial statement
5145.71 – Surrogate Parent Program	3160 – Transfer of Funds Between Categories
6111 - School Calendar	3432 – Budget & Expense report/Annual Financial statement
6140 – Curriculum	3440 – Inventories
6142 – Basic Instructional Program	3514 – Equipment

6145.2 – Interscholastic/Intramural Athletics	3421.23 – Bus Contractor
6163.3 – Live Animals in the Classroom	3542 – Food Service
4121 – Substitute Teachers	

As it has been more than 6 months since these policies were categorized, she wants to refresh her memory. If there are any policies that are deemed, "Good, as is", she will bring them to the next BOE meeting on November 7, 2016.

CABE to send out packet 4 in April, 2017 and the committee will hold Policy Meeting to establish a timeline.

Next time that committee meets, Dr. Anna will give a refresh of status and if there is any work done on any high priority items, they will be brought to the committee for consideration and will also bring "low- ready as is" or "ready as is", they will be brought to committee as well.

Policy Committee Meeting Calendar from November 2016 – April 2017 is as follows:

- Thursday, November 10, 2016 – 5:30pm, room TBD
- Tuesday, November 22, 2016 – 5:30pm, room TBD
- Monday, December 5, 2016 – 5:30pm, room TBD
- Tuesday, December 20, 2016 - room TBD
- Tuesday, January 24, 2017 - room TBD
- Tuesday, February 28, 2017 - room TBD
- Tuesday, April 25, 2017 - room TBD

Ms. Schwartz was asked to verify Debra Carlton's old emails to look for policy #'s 0200 as well as 0521 and to verify with CABE if we need to put series zero onto website under the Policy numbers series'.

Dr. Anna advised that once we start packet 4 we should contact CABE to ask the question of what has been missed since the last review in 2015 up until now. This way the committee will be working in parallel and will get to a point where everything will be capable of being responsive to stay on track.

Public Comment:

A member of the public, Mrs. Paula Paulino, wanted to address some concerns, comments and questions regarding an issue that she had brought up to the BOE's attention in 2014 and feels as though her specific concerns have not been met to date. Mrs. Paolino was asked to sit on the Wellness Committee and she was happy to do so as she wanted to make some positive changes. She did ask that a district-wide allergy management team be established, which she felt should have been done. She decided to be proactive to research policies/guidelines/procedures to help her understand what was out there regarding allergy management in the schools and what could be done to address the concerns of cafeteria seating and transportation of students with life threatening allergies. Mrs. Paulino requested on multiple occasions to have something put on the website regarding these concerns and she feels that they have not yet been addressed or resolved.

Question #1: Mrs. Paolino wanted to know what the Policy numbers represent as the committee did not give descriptions. She asked that the minutes stipulate the names of the policies for citizens and Mr. Chapman confirmed.

Question #2: Mrs. Paolino requested for a better understanding of what "packets" meant as it wasn't clear to her and they were being referred to during the meeting.

Mr. Chapman gave an explanation that the Region has been dealing with CAGE and they did an assessment of all of our policies and issued a report in 2015 to identify a strategy to work with them to clean up the policies. CAGE has broken the work into four packets as it is a lot of work in one seating. He went on to explain that the Region has already completed the first two packets and are currently working on having the third packet done hopefully by end of February 2017.

Question #3: Mrs. Paolino asked if the committee is reliant on CAGE's email to take action. Dr. Anna explained that the committee works with CAPSS and CAGE to help with policy updates. Mr. Chapman added to Dr. Anna's explanation to supplement her answer.

Question #4: Mrs. Paolino asked, "When policies are revised, how is the information shared?" Dr. Anna explained that Kim Culkun, the Director of Human Resources shares this information with the staff by sending emails with link to the updates of the policies.

Hearing no further discussion, the meeting was *adjourned* at 6:30pm

Respectfully Submitted,



Natascha Z. Schwartz
Regional School District 14 Board Clerk

Recorded and filed subject to Board of Education approval by: Natascha Z. Schwartz, Board Clerk, 10/25/2016

