New Hartford Public Schools

Policy Subcommittee Meeting

November 9 , 2026 5:15 pm
VIRTUAL

Minutes

Subcommittee Members Present: Penny Miller–Chair, Kristin Young
Subcommittee Member Absent: Frank Rodenberg

Others Present: JeanAnn C. Paddyfote, Ph.D.–Interim Superintendent, Michael Lynch-Director of Special Services, Dr. Kelly Carroll–Principal of Antolini School, Amy Kennedy–Principal of New Hartford Elementary School and Bakerville Elementary School, and Heather Mathes–Curriculum Coordinator

Penny Miller, Chair of the Policy Subcommittee, called the meeting to order at 5:22 pm.

1. Review of Administrative Regulations (Information Only)
    a. Discussion on Administrative Regulation R5141.22 – Communicable/Infectious Diseases Exclusion Procedures
        - Mr. Lynch updated the committee with information provided by the Lead Nurse and School Medical Advisor regarding the Administrative Regulation.

        - Committee members asked questions about deleted categories on the chart.

    b. Discussion on Administrative Regulation R5141.221 – Pediculosis
        - Mr. Lynch reviewed the updated Administrative Regulation. He shared that the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), Dr. Curi–School Medical Advisor, and Lead Nurse–Acacia Ransom, support the information in the Administrative Regulation.

        - Committee members discussed the importance of a proactive communication plan to make parents aware of pediculosis before the school year begins and in health bulletins from the School Nurse at the beginning and end of the school year.

2. Shipman and Goodwin Policy Services
        - Dr. Paddyfote shared information regarding Shipman policy services. She noted there are required policies that have not been updated as a result of

legislative changes, and there are some non-mandated policies that have not been updated since 2007. Dr. Paddyfote referred to policies in the Personnel Series (4000) and Student Series (5000) that recently had to be checked. There is a need to update the required (mandated) policies as a first step. She noted the current policy service has many policies that are not required, and she speculated the time spent working on non-mandated policies may be delaying the work needed to update required policies.

- The Shipman Model Policy Service includes summary updates of new legislation, revised and/or new model policies based on new legislation, revised policies with red-line strike through of deleted language/blue text of new language, required annual notifications for employees and students, and model student handbook requirements.

- Committee members asked questions about the Shipman Policy service and the current service. There was agreement that required policies need to be updated.

3. Discussion of Action Steps for Next Regular BOE Meeting
    - The Chair recommended placing the Shipman Model Policy Service on the agenda of the next Board of Education meeting for discussion and possible action.

4. Adjournment
    - The meeting adjourned at 6:33 pm

Respectfully submitted,
JeanAnn C. Paddyfote, Ph.D.