



Torrington Board of Education

SUSAN M. LUBOMSKI
ASSISTANT SUPERINTENDENT

LYNDA T. REITMAN
INTERIM SUPERINTENDENT

Policy Committee Regular Meeting Wednesday, January 6, 2016

MINUTES

Members Present: Ellen Hoehne, Committee Chair; Jim Lamoin

Also Present: Board of Education: Joanne K. Brogis, Fiona Cappabianca, Jess Richardson, Daniel Thibault, Peter Vergaro

Administration: Susan M. Lubomski, Assistant Superintendent; Eric Baim, Director of Secondary Education; Linda Johnson, Nurse

1. Ms. Hoehne called the meeting to order at 6:03 p.m.
2. Roll Call was taken.
3. Mr. Lamoin moved to approve the minutes of the meeting of December 2, 2015 with the amendment that Ms. Richardson was present at the meeting. The motion was seconded by Ms. Hoehne. All in favor.
4. Mr. Lamoin made a motion to amend the agenda to include item (4) Discipline Tiers- Mr. Baim. The motion was seconded by Ms. Hoehne. All in favor.

Mr. Baim presentation on Tier II and Tier III-vandalism and theft. Update posted and advisory bring up these issues. Ms. Hoehne stated that whenever we change a policy, everyone needs to be notified: students and staff.

Discipline Tiers: In regards to the changes of the tiers discussed at the Policy Committee meeting on 12/2/15:

- a) Major and minor vandalism cost are established by the custodians with the input of the Director of Facilities.

Another suggestion: should students incur the cost of the damage?

Changes: "May result in restitution" in both Tier 2 and 3.

- b) Theft: THS wants cost associated with the theft. Intent to steal book bag vs steal a phone or I-pad, more expensive items.

Changes: All Tier 3. No Major or Minor distinction.

- c) All drugs/alcohol: Possession and under the influence: All Tier 4; Tobacco and e-cigarettes, covered under statute 53-344b-CT general assembly. Currently at TMS and THS, the nurse and EMT evaluate students, if necessary. Then, student can return after a 10 day expulsion.
- d) Mr. Bonnett and Ms. Buchanan need to be notified to create the Discipline Tier changes. The headings should be changes so they are the same on both tiers: Discipline Tiers

Mr. Baim stated that the policy will go into effect 2nd semester.

5. **Employee On-line Checks and Social Media Policy**

Ms. Lubomski will check with Mr. Campolieta to see if Kelly services are doing DCF checks on our subs. The process of new hire background checks were discussed. Ms. Cappabianca will look into what the process is for the various checks; criminal, DCF, fingerprinting, etc.

Shipman question: How are criminal records cleared before a person is hired and working in the schools. What are other districts' policies?

Are there other companies who do background checks for less and more timely? Example: research services, \$27 sex offender and criminal history checks.

Page 3 (#1 and #2) should be changed to read "by a BOE approved agency".

Employees need to realize that whatever you are using electronically is not private: Employees only not non-employees:

- a) Should we have a separate policy for non-employees and social media?
- b) Should we create a separate Acceptable Use Policy staff sign-off?
- c) Changes: Social Media Policy page 4 (#1) "In order for an employee to create..." Page 4(#2) "If an employee wishes to use..."

All employees need to be notified of policy changes.

6. **School Resource Officer MOA**

The MOA can be used as it exists until otherwise agreed upon. Mr. Lamoin and Ms. Hoehne will meet with the Torrington Police Chief regarding MOA.

7. **Legislation on Medication Distribution by School Nurses**

Ms. Johnson discussed the current mandates as they relate to medication distributions in schools.

a) Epi-pen

Administrators are responsible for assigning a second staff member to administer the epi-pen. The mandate needs to be implemented and administration needs to be notified of the expectations. Administration should then notify the Superintendent of who the second trained staff member is. The cost of epi-pens was discussed. Right now the pens are free however that may be changing. The BOE would have to buy the pens and the approximate cost is \$500 for 2 pens.

b) Anti-epileptic medication

Ms. Johnson discussed the requirement of annual training on anti-epileptic medication. There has to be someone who is with the child all the time but must be a volunteer. The site administration is responsible for making sure we are in compliance with this.

c) CPR

None of the nurses are certified to teach CPR. The training options were discussed such as training the nurses or training one trainer. It is the Superintendent's responsibility to delegate scheduling, training, and development of a plan.

d) Vaccinations

School nurses do not want to sign off on the waiver. Ms. Hoehne requested Ms. Johnson print a new exemption form for Board approval. The TB policy will be sent to the committee as requested.

8. Comments for the Good of the order:

Ms. Hoehne commented that all new Board of Education members need to receive a BOE handbook and a copy of the policies. She requested that all policies posted online have page numbers.

9. Topics for Future Meetings

- a. Timing for course proposals
- b. Health Policy- model language from Shipman.
- c. Employee On-Line discussion to continue
- d. Revisit attendance policy THS Leadership to suggest attendance policy and grading policy
- e. Emergency Lunch Update
- f. Vaccination and Religious Exemption

10. Adjournment

Mr. Lamoin made a motion to adjourn. Ms. Hoehne seconded the motion. All in favor. Meeting adjourned at 8:45PM.