



Torrington Board of Education

SUSAN M. LUBOMSKI
ASSISTANT SUPERINTENDENT

LYNDA T. REITMAN
INTERIM SUPERINTENDENT

Policy Committee Regular Meeting Wednesday, February 3, 2016

MINUTES

Members Present: Ellen Hoehne, Committee Chair; Daniel Thibault, Jess Richardson

Also Present: Board of Education: Joanne K. Brogis, Fiona Cappabianca, Jim Lamoin,
Peter Vergaro

Administration: Susan M. Lubomski, Assistant Superintendent; Eric Baim,
Director of Secondary Education; Lynda Reitman, Interim Superintendent;
Holli LaBarbera, Education Connection

1. Ms. Hoehne called the meeting to order at 6:03 p.m.
2. Roll Call was taken.
3. Mr. Thibault made a motion to approve the agenda. The motion was seconded by Ms. Richardson. All in favor.
4. Mr. Thibault moved to approve the minutes of the meeting of January 6, 2016. The motion was seconded by Ms. Hoehne. All in favor.
5. **Update on Lunch Program**

Ms. Hoehne expressed concern that students were being approached about balances. A parent who has 9 year old twins came to speak. She shared that she pays on-line; however, she received no notice, yet her son received an emergency lunch three times.

Ms. LaBarbera apologized to the mother for this anomaly and said she would make sure every parent is notified of overdue balances. At the time, Torrington had a problem with their registers. Ms. LaBarbera said the registers are obsolete. The revenue from the food services could pay for the new, much needed registers. Ms. LaBarbera and Ms. Reitman will work on this. Ms. LaBarbera offered to meet with the parent if she had more questions.

Process: Parents are notified by letter and by a phone call from the cafeteria managers when there is an overdue balance. Social workers at the site get involved if there is a chronic problem.

Possible methods to share balances with parents: my schoolbucks.com

Board members requested documentation be kept of parent notification. Cafeteria managers log their calls. Ms. LaBarberra has access to these records. The board requested Ms. LaBarberra and the Business Manager communicate on a monthly basis for a status update.

The new policy is working. Last year the balance to the district was \$36,000. This year it is currently \$2,200.

Principals are notified weekly of the balances at their schools.

Procedures: Emergency Lunch procedures need to be clarified.

At the elementary school, teachers would be notified every morning of the overdue balances. Cafeteria managers would notify parents through a phone call and written documentation that the account will be overdrawn. After three attempts to contact the parent without a response, the social worker will get involved. If the account becomes overdrawn, the student will receive 3 meals before an emergency lunch is provided.

Mr. Baim said he would work with his social workers to come up with the procedures at the secondary level.

If the Board still wanted to move the registers to the beginning of the line, the State would have to come in to review the case. The goal is to have students choose their food and ensure they receive all of the food groups.

6. **Social Media Policy**

Mr. Thibault made a motion to approve and bring to full Board. Ms. Richardson stated she was concerned about the vagueness of the language and she wanted to make sure employees are protected.

Mr. Thibault, Mr. Lamoin and Mr. Vergaro shared: If harassment occurs, it would become a Human Resources issue, then go to Grievance, then the State if the issue can't be resolved.

Ms. Hoehne requested the Acceptable Use Policy be cited within the document.

Mr. Thibault made the motion to bring the Social Media Policy to the full Board. Ms. Richardson seconded the motion. All in favor.

7. **Employee On-Line Checks: Hiring Process**

The Committee expressed concerns about the time lag between when the fingerprints are cleared and when an employee starts working. The dilemma is that a substitute would have to fill in until the potential employee was cleared. However, the district has had trouble getting subs.

For Next Meeting: Human Resources to provide area companies and their fees. Ms. Hoehne suggested Research Services.

8. **Comments for the Good of the order:**

None.

9. Topics for Future Meetings

- a. Timing for course proposals
- b. Health Policy- model language from Shipman.
- c. Revisit attendance policy THS Leadership to suggest attendance policy and grading policy

10. Adjournment

Mr. Lamoin made a motion to adjourn. Ms. Hoehne seconded the motion. All in favor. Meeting adjourned at 7:35PM.