

**MONTVILLE BOARD OF EDUCATION  
MEETING OF THE POLICY COMMITTEE  
SUPERINTENDENT'S SMALL CONFERENCE ROOM  
March 19, 2019 at 5:00 p.m.**

**MINUTES**

**Item 1. Call to order/Pledge of Allegiance.**

Committee Chair James Wood called the meeting to order at 5:00 p.m. in the Superintendent's small Conference Room at Montville High School. Board members present were Monica Pomazon, Steven Loiler, and Sandra Berardy. Student Representatives A. Seldon and G. Chouhan also attended.

Board Member Joe Aquitante arrived late.

**Item 2. Discussion of CABE Policy review with Vincent A. Mustaro; Senior Staff Associate for CABE Policy Service**

*Evaluation of our policies:*

*The majority of policies are appropriate as written which simply means they are legal. The manual is old; many policies have not been revised in years. We are missing many policies; typically a district has between 250-300 policies, we have 132. We are lacking 17 mandated policies. Good practice polices are optional, we are missing 108 of them. Eighteen of our current polices need to be modified, 7 should be replaced. The 4000 series polices regarding personnel are not cross-referenced to the bargaining units contracts which take precedence over policy. If a policy is covered in the contract (e.g. a reduction in force policy), we do not need a policy. We can simply create a table of contents with the policy number and note the location of this topic in each contract. We can also double number a single policy (for example we don't need two different policies, one for certified staff (4100) and one for non-certified staff (4200) if they both have the same content. Fifty-two of our polices need added or updated legal references though this is not a high priority. We are missing 2 whole series: 1. 0000 series (Board's mission goals objective) and this is especially important because the entire manual should all hinge on that series. Our district goals should also be aligned with State Board of Education Goals. 2. 7000 series (New Construction) which includes things like a process for naming of school facilities. Forty-three of our policies need recodification; our policy numbers don't agree with national format for numbering. Policies all need specific adoption dates and most of ours do comply in this area.*

*Once are policies are updated, if changes are forced by statute they are called technical changes and these don't need new Board approval, we can just change language administratively. We must use CABE quarterly updates to revise policies according to statute religiously!!!*

*Vin's proposed options for our Board's next steps:*

- 1. CABE develops a new Policy Manual. This would cost \$10,800 and could be paid over 2 or 3 years (\$3,600 per year for three years). This process would include the rescission and adoption of an entire series at a time, followed by a custom update service which would advise us of all revisions which need to be made to the existing policy manual at a cost of \$800 per year. The process would take several years.*
- 2. CABE revises current policies and provides copies of mandated missing and good practice policies. The fee for this would be \$6,500 payable over two years (\$3,250 per year). Work would be issued to the district in packets. Packet 1 would include the 17 missing policies, packet 2 would have the 18 policies requiring modification or replacement, and packets 3-5 would have*

*recommended policies.*

- 3. We make the changes ourselves using CABE's core manual online in PDF or buy a \$400 CD with the Word versions of the policies. This would also pay for new CDs for the next two years.*

### **Item 3. Discussion of Policy No. 4112.50; Security Check/Fingerprinting**

Motion: *To approve the proposed revisions and bring to the full board for approval.*  
Proposed by: Steven Loiler  
Seconded by: Monica Pomazon  
Vote: Carried: (vote 3-0)

*Policy revision is required by FBI Criminal Justice Information Services based upon an audit done by CT state police. Revisions were necessary to document access, use and dissemination of CHRI (criminal history record information).*

*Highlights in OneNote show revisions:*

*18. Contractors that apply for positions involving direct student contact are required to perform the checks on their employees who would fill such positions. These checks are similar to the ones the District must perform on applicants. The district shall add to all contracts in which employees will have direct contact with students a statement of this requirement.*

*Criminal Justice Information Officer (CJI Officer) means the individual appointed by the Superintendent to be responsible for the use, disclosure, and safeguarding of CJI in the District. This individual serves as the District's primary point of contact for CJI matters and these regulations. The Administrative Assistant to the Superintendent will serve as the CJI Officer.*

*The District will designate the locations, files and information systems where CJI is to be maintained. These controlled areas, locked when unattended, are limited to Permitted Individuals and other authorized personnel. If not possible to reasonably restrict access, all CJI is to be maintained in encrypted format in a manner consistent with legal requirements and industry standards. The keys to these files will be stored in the safe in Central Office and access to these keys is limited to Central Office staff.*

### **Item 4. Discussion of Policy No. 4111.3; Hiring Procedures**

*Change approved at last meeting will go to full BOE tonight  
Original Board policy 4111.3 (hiring procedures) has been incorporated into policy 4112.5 / 4212.5.*

*Renumber current Board policy 4111 (on minority recruitment) to 4111.3 to match CABE numbering*

### **Item 5. Discussion of Administrative Regulations Regarding Sexual Offenders; Policy No. 1251.**

*Change approved at last meeting will go to full BOE tonight  
Deleted paragraph about posting list of sex offenders on district website which we have never done.  
Covered by preceding paragraph referencing link to the CT Department of Public Safety's sexual offender registry.*

### **Item 6. Future agenda items.**

- Discussion and action to adopt a plan for policy review and revision based on V. Mustaro's recommendations

- 5144.1 Physical Restraint and Seclusion (Vin suggested a separate policy; 5144.2 Exclusionary timeout instead of adding this topic to policy 5144.10)
- Administering of Medication Policy

### **Item 7. Adjournment**

Motion to Adjourn.

Proposed by: Steven Loiler

Seconded by: Monica Pomazon

Vote: Carried: (vote 3-0)

The meeting adjourned at 5:56 p.m.

Respectfully Submitted by,

James Wood, Chair