

**MONTVILLE BOARD OF EDUCATION  
MEETING OF THE POLICY COMMITTEE  
SUPERINTENDENT'S SMALL CONFERENCE ROOM  
Special Meeting Minutes  
April 23, 2019 at 5:00 p.m.**

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

Committee Chair James Wood called the meeting to order at 5:02 p.m. in the Superintendent's small Conference Room at Montville High School. Board members present were Monica Pomazon and Steven Loiler. Student Representatives A. Seldon and G. Chouhan also attended. Superintendent Laurie Pallin and Director of Special Services Paula LaChance were present.

Board Member Joe Aquitante arrived late.

**Item 2. Discussion of CAFE Policy review next steps to update Policy Manual.**

Motion: To bring the CAFE Policy service for review and revision to the full Board for approval at a cost of \$3,600 over three years.

Proposed by: Monica Pomazon  
Seconded by: Steven Loiler  
Vote: Carried: (vote 3-0)

*Given the scope of the work needed to bring our policies into compliance (17 missing mandated policies, 18 policies requiring modification, 7 policies recommended for deletion, 108 new policies not required, but recommended for possible inclusion, and addition of a series 0000 on Mission, Goals, and Objectives), it is the Policy Committee's recommendation we utilize CAFE's Customized Policy Service to develop a new policy manual for the district. Based upon the age of the existing policies (42% were adopted between 1979 and 1997), the number of missing policies, and the blurred lines between policy and administrative regulation, we believe that development of a totally new policy manual is necessary.*

*Monica and Steve expressed support for this service, with Steve indicating that we can find the money and justify the importance of the work.*

**Item 3. Discussion of Policy No. 5141.21; Administration of Medication.**

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 4-0)

*This policy will be brought to the full Board for approval in May. The change is necessary to allow for the training of bus drivers in recognizing the signs of anaphylactic shock and administering EpiPens.*

**Item 4. Discussion of Policy No. 5144.1; Physical Restraint/Seclusion**

Motion: To approve the proposed revisions and bring to the full board for approval.

Proposed by: Monica Pomazon  
Seconded by: Joe Aquitante  
Vote: Carried: (vote 4-0)

*Special Education Director Paula LaChance reviewed the policy changes needed to meet statutory requirements. The revised policy (based upon the CAFE model policy) will be brought to the full Board for approval in May.*

**Item 5. Discussion of Policy No. 5144.2; Exclusionary Time Out.**

Motion: To approve the proposed revisions and bring to the full board for approval.

Proposed by: Monica Pomazon  
Seconded by: Steven Loiler  
Vote: Carried: (vote 4-0)

*The new CAFE model policy for exclusionary timeouts will be proposed for adoption at the May Board Meeting.*

**Item 6. Future agenda items.**

- Weapons and Dangerous Instruments
- Student grievance procedures

**Item 7. Adjournment**

Motion to Adjourn.

Proposed by: Steven Loiler  
Seconded by: Joe Aquitante  
Vote: Carried: (vote 4-0)

The meeting adjourned at 5:25 p.m.

Respectfully Submitted by,

James Wood, Chair