

**BOARD OF EDUCATION**  
Ellington, Connecticut

**Policy Committee Meeting Minutes**

The Policy Committee of the Ellington Board of Education met on Tuesday, January 10, 2012 in the School Administration Building.

**Attendees:**

*Administrative Team Members:* Dr. Erin McGurk, Mr. Bruce Brettschneider

*Board of Education Committee Members:* Ms. Kristen Picard-Wambolt, Ms. Tracey Kiff-Judson, Mr. Howard Friedman

*Absent Committee Members:* Mr. Dale Roberson

**Call to Order:** The meeting was called to order at 7:00 PM by Ms. Picard-Wambolt.

**Agenda Items**

- **Approval of Report of Suspected Abuse and Neglect of Children Policy 4161.4**
  - Mr. Brettschneider presented the revised policy for Suspected Abuse of Neglect of Children.
  - The new policy: combines the prior policy and administrative guidelines, provides a broader definition of school employee, provides a more detailed investigation report, adds non-discrimination and prohibition against retaliation, defines training requirements, and includes several other changes generally adding more detail.
  - *Motion made by Mr. Friedman:* Present to the board for first vote, approval of policy 4161.4 "Approval of Report of Suspected Abuse and Neglect of Children Policy." *Second:* Ms. Kiff-Judson. *Approval:* Unanimous.
- **Approval of "Section 504" policies and administrative regulations**
  - Mr. Brettschneider presented a policy and administrative regulations regarding Section 504 of the Rehabilitation Act of 1973. The intent of Section 504 is to "level the playing field" for students with disabilities. This law prohibits discrimination on the basis of a disability in school and in the workplace.
  - There are currently over 60 students in Ellington Public Schools who qualify for Section 504 accommodations.
  - This new policy and related administrative guidelines provide procedures for making a complaint, define the process for identification, and include worksheets to facilitate these activities.
  - Mr. Friedman suggested removing the specific language about contacting the Director of Special Services to rely on other references.
  - *Motion made by Ms. Kiff-Judson:* Present to the board for first vote, approval of policy 5147 and 4219 relating to Section 504 administration as amended. *Second:* Mr. Friedman. *Approval:* Unanimous.
- **Review of Administrative Regulation: Staff use of Electronic Devices, Networks, Internet Access, and e-mail System for Policies 6162.6 and 6163.3**
  - Dr. McGurk presented the revised administrative regulations relating to policies 6162.5 and 6163.3.
  - There have been a few instances in recent years that staff members have refused to sign off on certain sections of the policy, and there were two versions of the policy in use.
  - Changes were made to the following sections: requirements for locking workstations when unattended, procedures for allowing computer access for substitute teachers, student access to a teacher's computer, access to other's accounts, and storage usage. Changes were also made to improve readability of the policy language.
  - Mr. Friedman suggested adding wording that would prohibit student usage of a computer if a teacher is logged on under a teacher ID on the same machine, adding wording to clarify the expectation of privacy, including a broader definition of electronic devices, and several wording changes.
  - Ms. Kiff-Judson suggested including wording to clarify that in addition to disciplinary actions, criminal charges may be involved, if applicable.
  - The group agreed to review the administrative regulations and policy again at the next meeting.
- **Old Business**
  - None.

- **New Business**

- Mr. Brettschneider mentioned that there will need to be revisions to two more policies within the next few months: "Administration of Medications" and "Food Allergies."

**Next Meeting and Adjournment**

- Ms. Picard-Wambolt suggested setting a standard monthly meeting date for the Policy Committee. The committee members present agreed to meeting at 6:00 PM prior BOE meetings or 7:00 PM on the 4<sup>th</sup> Wednesday of the month. Ms. Picard-Wambolt will follow up with absent board members.
- A motion was made by Mr. Friedman to adjourn. Ms. Kiff-Judson the motion. The motion passed, and the meeting adjourned at 8:28 PM.

**Minutes submitted by:** \_\_\_\_\_  
Dr. McGurk