

## **Board of Education, Ellington, CT Policy Committee Meeting Minutes**

The Policy Committee of the Ellington Board of Education met on Wednesday, August 17, 2016 at 5:00 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

**Attendees:** Dr. Scott Nicol, Superintendent; Mr. Brian Greenleaf, Director of Finance and Operations; Mr. John Collins, Director of Technology  
Committee Members: Ms. Ann Marie Hayes, Ms. Jamie Foster, Ms. Tracey Kiff-Judson (5:16), Ms. Kris Picard-Wambolt  
Absent Committee Member: Mr. Michael Purcaro

**Call to Order:** The meeting was called to order at 5:05 p.m. by Ms. Picard-Wambolt.

### **Agenda Items:**

#### **Continued Review of CABE Policy Updates**

Dr. Nicol informed the committee that we have completed the review of all policies flagged by CABE as needing attention due to legislative or other changes for this past year. CABE will begin sending this current year's flagged policies in November.

#### **Review Policy 3520.13 – Student Data Protection and Privacy/Cloud Based Issues**

Dr. Nicol provided the committee with a redlined and draft version of this recommended policy. Mr. Collins and Mr. Greenleaf explained to the committee that a new law, identified as Public Act 16-189, will be in effect as of October 1, 2016, and requires all districts, staff, contractors, operators, and consultants to provide appropriate protections and privacies for all student data including student information, student records, and student-generated content. Uncertainty remains regarding the full implications of this law. Mr. Collins and Mr. Greenleaf are scheduled to attend a forum on September 8, 2016, on behalf of our district, after which they will have a clearer picture and some guidance regarding implementation of this law. There is hope that the state will provide a master contract that will address these requirements and can be used going forward. At this point, the draft policy presented draws language directly from the statute. Current contracts will be renewed prior to October 1, buying us more time to properly vet and implement this policy. Mr. Collins and Mr. Greenleaf plan to thoroughly review the privacy policies of all our vendors to assure transparency and compliance. Also, safe practices will be re-emphasized internally.

#### **Review Policy 3542 – School Lunch Service**

This is a CABE recommended, new policy. It was reviewed by Mr. Greenleaf and Ms. Patti Patton, Food Services Supervisor and presented as a draft to the committee. This policy addresses meal programs, facilities, maintenance of sanitary conditions, inspections and food safety.

A motion was made to recommend to the full Board adoption of this policy as presented.

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. J. Foster

**VOTE:** Unanimous. The motion passed.

#### **Review Policy 9325 – Meeting Conduct and Parliamentary Procedure**

This is an administration recommended revision to an existing policy. The specific changes involves the deletion of subsection (3) under the heading "Conduct of Meetings", as inclusion of this section may violate First Amendment rights. Dr. Nicol asked that the committee read through this policy to determine if it is in keeping with Board philosophy and be prepared to discuss it at our next Policy Committee meeting.

**Other**

Mr. Greenleaf updated the committee on the complex, and at times, challenging implementation of the newly revised Bus Transportation Policy. Administration has processed over one-hundred Alternate Transportation forms so far. Due to the unique situation in the 2016-2017 school year, specifically the K-6 transition, some one-time exceptions are being granted. These remain within the spirit of the policy. Mr. Greenleaf will provide further update regarding these issues at the full Board meeting scheduled for August 24, 2016.

A committee member, who was absent at our last committee meeting, voiced a concern regarding the Transgender Policy that was recommended at our last meeting by this committee to the full Board for adoption. She questioned whether the recommended policy had been reviewed by any LGBTQ groups, or if student input had been sought. Dr. Nicol assured her that while creating the policy, CABE had sought input by all pertinent parties.

**Adjournment**

A motion was made to adjourn.

1<sup>st</sup>. A. Hayes

2<sup>nd</sup>. J. Foster

VOTE: Unanimous. The motion passed.

Ms. Kris Picard-Wambolt adjourned the meeting at 6:14 p.m.

Respectfully submitted by \_\_\_\_\_

Kris Picard-Wambolt, Policy Committee Chairperson