

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

The Policy Committee of the Ellington Board of Education met on Monday, November 5, 2012 at 7:00 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

Attendees: Mr. Stephen Cullinan, Superintendent

Committee Members: Mrs. Tracey Kiff-Judson, Mr. Howard Friedman, Mrs. Kris Picard-Wambolt

Absent Committee Members: Mr. Dale Roberson, Mr. Andrew McNamar

Call to Order: The meeting was called to order at 7:04 p.m. by Committee Chairperson, Kris Picard-Wambolt.

Agenda Items:

Review of Policy 2135.3 Job Description – Director of Business Services

Mr. Cullinan presented to the committee a copy of the current job description for Director of Business Services which was adopted by the Ellington Board of Education on September 16, 1987 and a copy of the proposed updated version. Mr. Cullinan noted that the proposed job description is in a new format that will be phased in as each job description is updated. This includes a “Qualifications” section and a “Physical, Mental and Emotional Demands” section. The committee thoroughly reviewed the proposed job description. Several changes were suggested including a formatting issue and the rewording of one sentence. There were no concerns regarding content.

A motion was made to recommend to the full Board of Education approval of Policy 2135.3 Job Description – Director of Business Services as amended.

1st. Mr. Howard Friedman

2nd. Mrs. Tracey Kiff-Judson

VOTE: Unanimous. The motion passed.

Review of Administrative Regulations for Policy 5131.9 – Electronic Devices

The committee reviewed the proposed Administrative Regulations line by line. Several wording changes were suggested and several questions were raised that require clarification. Mr. Cullinan stated he will seek clarification where concerns were raised. Additionally, he noted that these regulations will be reviewed by administration as well.

Old Business

Mr. Cullinan reported to the committee that he spoke with Vin Mustaro of CAFE regarding a full policy audit as discussed at the last Policy Committee meeting. He stated this audit would answer the question “In what shape is our Policy Book?” Vin and his team will read the entire manual and determine if each policy and regulation is appropriate and legal as written and the team will check the legal references as well. They do not make a judgment call on the policy content. They will determine if all required policies are present and which need updating. The cost for this service is \$1800 and takes about three months to complete.

The committee discussed the proposal. It was noted that the last time a full policy review was completed was ten years ago and took over a year to complete. This was accomplished by the Policy Committee at the time which did not have the experience or expertise of CAFE's review team.

A motion was made to recommend to the full Board of Education the expenditure of \$1,800 to CAFE for a comprehensive policy review.

1st. Mrs. Tracey Kiff-Judson

2nd. Mr. Howard Friedman

VOTE: Unanimous. The motion passed.

Mr. Friedman updated the committee on his efforts regarding the Friend of Ellington Education Award. He

stated he has compiled a lot of information and is working on creating criteria and an application.

Mrs. Picard-Wambolt brought up the fact that the drug sniffing dog issue has been discussed on multiple occasions yet an official vote has never been taken. The committee has been fiercely divided on this issue with two members for, two against, and one firmly on the fence. It seems nothing has changed in this regard. The issue was tabled for another month.

New Business

Mr. Cullinan presented the committee with the proposed job description for Director of Facilities. This is a new proposed position that the Board will vote on at the next Board of Education meeting. Mr. Cullinan stated that if the Board approves the position, the job description will have to be reviewed and accepted by the Policy Committee. Receiving the copy in advance gives committee members a chance to familiarize themselves with it before the next meeting.

Mr. Cullinan shared with the committee that Mr. Bruce Brettschneider is currently working on twelve policies that will need to be brought to the committee for review.

Next Meeting Date

The Policy Committee will meet on the first Monday of each month at seven o'clock. Therefore our next meeting is scheduled for December 3, 2012.

Adjournment

A motion was made to adjourn.

1st. Mr. Howard Friedman 2nd. Ms. Tracey Kiff-Judson

VOTE: Unanimous. The motion passed.

Kris Picard-Wambolt adjourned the meeting at 8:33 p.m.

Respectfully submitted by _____
Kris Picard-Wambolt, Policy Committee Chairperson