

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

The Policy Committee of the Ellington Board of Education met on Monday, March 4, 2013 at 7:00 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

Attendees: Mr. Stephen Cullinan, Superintendent
Mr. Leo Miller, Board of Selectmen

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

Call to Order: The meeting was called to order at 7:02 p.m. by Committee Chairperson, Kris Picard-Wambolt.

Agenda Items:

Review of Board of Selectmen “No Smoking Ordinance”

A copy of a Board of Selectmen proposed “No Smoking Ordinance” was distributed to all Board of Education members at the last regular Board of Education meeting on Wednesday, February, 27, 2013. This ordinance states “No person shall use, carry or smoke a lighted cigarette, cigar, cigarillo or electronic smoking device or use tobacco or cannabis type substance including marijuana, as defined in Conn. Gen. Stat Sec. 21a-240, in any form in or upon any building, park, playground, recreation area of assembly owned, leased or controlled by the Town of Ellington...” The Board of Education's current policy states that smoking is prohibited by everyone in all school buildings, but on school grounds the prohibition applies only to students and staff of the Ellington Board of Education. Mr. Leo Miller from the Board of Selectmen distributed to the members of the Policy Committee a few pages from the minutes of the January 14, 2013 Board of Selectmen meeting that outlined their discussion regarding the proposed “No Smoking Ordinance.” Mr. Miller shared some history of the proposed ordinance and the Board of Selectmen’s concerns that if the ordinance were to pass, there would exist a loophole between the Board of Selectmen policy and the Board of Education policy. The Committee discussed this and the proposed ordinance at great length and concerns were raised by several Committee members. These concerns included: “Why the inclusion of electronic smoking devices?”; “Who would be responsible to enforce the ordinance?”; “Will any accommodations be made for smokers such as a smoking area, and if so, will this have a negative impact on the current Board of Ed policy?”; “What impact may arise when a school is used as a shelter?”; “Does the Board of Ed own any property, if not, wouldn't the town ordinance cover all town property including school grounds?”; and, “Does the CT state law banning smoking in any place of public accommodation make this ordinance redundant?” Mr. Cullinan agreed to draft a letter to Ron Stomberg, Chair of the BOS Ordinance Committee, outlining all of the concerns raised by the Committee members. Then upon receiving a response, the Committee will revisit the topic.

Review of Revised Job Description Policy #4213.12 - Educational Assistant

The Committee members were provided with copies of the current policy and the proposed, revised policy which provides much more detail in reference to qualifications and job duties. Mr. Bruce Brettschneider, Director of Special Services and some members of his support staff completed the revision of the job description. The Committee reviewed the proposed policy and with the exception of some typos and formatting issues of the document, there were no concerns.

A motion was made to recommend to the full Board of Education approval of Revised Job Description Policy #4213.12 - Educational Assistant.

1st. Mr. Andrew McNamar 2nd. Mr. Howard Friedman

VOTE: Unanimous. The motion passed.

Review of Revised Job Description Policy #4213.161 - Accounts Payable Bookkeeper

The committee was provided with a copy of the current and proposed job description. The revision was completed by Mrs. Meg Devlin, Director of Business Services as well as business office staff members, Anita Yost, Robin Millette and Coreen Margnelli. The committee reviewed the proposed policy, there were no concerns.

A motion was made to recommend to the full Board of Education approval of Revised Job Description Policy #4213.161 - Accounts Payable Bookkeeper.

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

VOTE: Unanimous. The motion passed.

Review of Revised Job Description Policy #4213.162 - Payroll Bookkeeper

The committee was provided with a copy of the current and proposed job description. The revision was completed by Mrs. Meg Devlin, Director of Business Services as well as business office staff members, Anita Yost, Robin Millette and Coreen Margnelli. The committee reviewed the proposed policy, there were no concerns.

A motion was made to recommend to the full Board of Education approval of Revised Job Description Policy #4213.162 - Payroll Bookkeeper.

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

VOTE: Unanimous. The motion passed.

Old Business

None

New Business

None

Adjournment

A motion was made to adjourn.

1st. Mr. Dale Roberson 2nd. Mr. Howard Friedman

VOTE: Unanimous. The motion passed.

Kris Picard-Wambolt adjourned the meeting at 8:10 p.m.

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