

Board of Education, Ellington, CT Policy Committee Meeting Minutes

The Policy Committee of the Ellington Board of Education met on Monday, December 1, 2014 at 7:00 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

Attendees: Mr. Stephen Cullinan, Superintendent
Committee Members: Mr. Howard Friedman, Mrs. Tracey Kiff-Judson, Mrs. Kris Picard-Wambolt, Mr. Dale Roberson (7:22 p.m.)
Absent Committee Member: Mr. Michael Purcaro

Call to Order: The meeting was called to order at 7:06 p.m. by Mrs. Kris Picard-Wambolt.

Agenda Items:

Review Job Description for Administrative Assistant to the Superintendent of Schools/Human Resources Coordinator

Review Job Description for Special Services/Data Collection Secretary

These items were put on the agenda at the request of committee member Michael Purcaro who was not present at this meeting. No committee members present had any questions or concerns about these job descriptions. Mr. Cullinan agreed to speak with Mr. Purcaro regarding these job descriptions and if there is need for further review or discussion they will be included on next month's Policy Committee agenda.

Continue Review of 4000 Series Policies as Presented in CABE's Customized Policy Review

Previously, committee members were given copies of first draft of the 4000 series of policies – Personnel – Certified/Non-Certified for which CABE has completed its review. Prior to tonight's meeting, committee members were to read through all of the policies within this series and determine if each policy is in keeping with board philosophy on each topic. We were to consider which policies should be included in our manual as well as any changes, additions and deletions that were necessary. At this committee meeting we reviewed policies 4118.21 through 4246.5, therefore completing the committee review of the 4000 series. We determined which policies to include in our manual. Some were existing policies, others were sample policies provided by CABE. Some policies we chose not to include due to redundancy with policies elsewhere in the manual, or redundancy within contracts, or because they were just reiteration of state or federal law and were not necessary to restate as a policy. Several policies we sent for further administrative review to assure they are in keeping with current practice. This includes but is not limited to Policy 4133 – Travel Reimbursement, Policy 4133.1 – Use of Board of Education Vehicles or Privately Owned Vehicles, Policy 4148.2 – Employee Identification Badge System, Policy 4220 – Part-time Personnel, and Policy 4222 – Teacher Aides/Paraprofessionals, which were all sent to Mrs. Meg Devlin for review. Likewise, Policy 4152.6 – Family and Medical Leave Act was sent to Mrs. Nancy Daley for review. These policies along with all other policies from the 4000 series and 3000 series that were sent for administrative review will be revisited by the Policy Committee at our next meeting.

Old Business

None

New Business

None

Adjournment

A motion was made to adjourn.

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

VOTE: Unanimous. Motion passed.

Mrs. Kris Picard-Wambolt Adjourned the meeting at 8:59 p.m.

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