

CANTERBURY PUBLIC SCHOOLS
45 WESTMINSTER ROAD
CANTERBURY, CONNECTICUT

Date: January 29, 2018

Meeting starting time: 11:07 AM

Location: Superintendent's Office, Dr. Helen Baldwin Middle School

Attendance: Ms Vivian Thumpser, *ex-officio* and BOE Member; Mr. Walt Petruniw, BOE Member and minute taker; Dr. DaSalva-Knapton, Superintendent of Schools; and Ms Jodi Davis, Special Education Coordinator.

MEETING AGENDA WITH RECOMMENATIONS TO THE BOE: *[Note * means policy to be brought back at a future Policy Committee meeting]*

1. CABE Policies:

- a. **Policy 5113 Attendance/Excuses/Dismissal** – Reviewed and recommend to be updated with some legal references from the revised CABE sample policy.
- b. **Policy 5113.2 Truancy** – Add another legal law reference under absence. Furthermore, change some related verbiage to be in compliance.
- c. **Policy 6146.2 Statewide Proficiency/ Mastery Examination**- Recommend to replace existing policy with the CABE recommended policy.
- d. **Policy 4131 Staff Development**- Recommend to replace existing BOE policy with the CABE revised policy.
- e. **Policy 6146 Graduation Requirements**- This policy appears to be for high schools, thus no action needed by the district.
- f. **Policy 5125 Student Records; Confidentiality**- Recommend to replace existing BOE policy with the CABE revised policy.
- g. **Policy 6171.3 Placement of Special Educational Students (Out of District)**- Reviewed CABE suggested policy and determined no action needed since the district follows Federal Law.
- h. ***Policy 3520.13 Student Data Protection and Privacy/Cloud-Based Issues**- CABE policy reviewed, but it was determined that further research into this policy would be needed, thus will have to be brought back at a future meeting,
- i. **Policy 3516.33 Do Not Resuscitate Order**- CABE optional policy was reviewed and found not to be necessary, thus no action taken on the optional policy.
- j. **Policy 4112.2 Certification**- Recommend to revise BOE policy with CABE language regarding Washington D.C. and Puerto Rico. Revise language concerning Education Certificate Master Degree to require it now be in the subject taught area (not unrelated degree area).
- k. **Policy 5141.3 Health Assessments and Immunizations**- Recommend to revised policy with CABE language. School Nurse has already reviewed the policy.
- l. **Policy 2141 Recruitment and Appointment of Superintendent**- Recommend adding language from CABE policy. Revise with paragraph as discussed.
- m. **Policy 4111 Recruitment and selection**- Recommend to use revised CABE policy.
- n. **Policy 6172.1 Gifted and Talented Students Program**- Revised BOE policy with the last paragraph from the CABE policy.
- o. **Policy 6111 School Calendar**- Reviewed CABE revised policy. Recommend minor deletion to the last sentence of the BOE policy.

- p. *Policy 5144.1 Physical Restraint/Seclusion- Send to Special Education Director for review.
- q. *Policy 4112.51/4212.51 Employment/Reference Checks
- r. *Policy 4118.114/4218.114 Pregnant Woman in the Workplace
- s. *Policy 4118.11/4218.11 Nondiscrimination
- t. *Policy 0521 Nondiscrimination
- u. *Policy 4145.1/4245.1 Tax-Sheltered Annuities
- v. *Policy 5118.1 Homeless Students
- w. *Policy 9327.1 Board Members use of Social Networks
- x. *Policy 6141.3221 Website Accessibility
- y. *Policy 6141.322 Website Pages
- z. *Policy 6141.311 Programs for English Language Students

2. Superintendent's Suggest Policies:

- a. ***Policy 3170 Budget Administration** – Group discussed line item transfers. Viewed sample from another district. Discussed development of a possible appendix which could contain form (3170-1) showing the budget spreadsheet with breakdown of major categories, and perhaps another form (3170-2) a reporting memorandum for the line item transfers addressed to the BOE and BOF. There was a question about whether a specified amount should be used as a threshold number to initiate a reporting response. This item was not completed and is anticipated to be brought back at a future Policy Committee Meeting.
- b. **Policy 2120 Organizational Chart** – Policy was reviewed and two sample organization charts were examined. Recommend that the charts be further revived by the leadership team and the preferred chart be kept in the Regulation Section.
- c. **Policy 3541.3 Transportation Route and Services** – Recommend updated changes with some language modifications to the existing BOE policy.
- d. **Policy 5141.4 Reporting Child Abuse, Neglect and Sexual Assault** – Recommend to update some of the terminology to the BOE existing policy.
- e. **Policy 9230 New Board Member Orientation** – Reviewed existing policy and recommend a minor change by adding the word Canterbury to the blank slot found in the policy.

3. Round Table Discussion: Meeting period timed out so no further discussion was held. Note that Section 1, items p-z could not be addressed during the meeting due to time constraints and will likely be brought back at a future date. [* shows all policies that would likely have to be brought back at a future meeting].

4. Meeting closed at 12:32 PM.

Respectfully Submitted,
Walt Petruniw