

**LEBANON BOARD OF EDUCATION
POLICY SUBCOMMITTEE
SPECIAL MEETING
LEBANON COMMUNITY CENTER
July 31, 2019 – 6:00 P.M.**

MINUTES

Present: Dawn Whitcher, Matthew Smith and Maureen McCall

I. Call To Order

The meeting was called to order by the chair at 6:01 PM.

II. Finalize 1000 Series Review

Decision – Each policy shall have a header on each page with the number of the policy – this will be especially helpful when searching all of the multi-page documents.

SERIES 1000 – Community/Board Operations

We are currently prepared for the second reading on the following and adopting Shipman & Goodwin language:

- 1002 Green Cleaning Programs
- 1003 Non-Discrimination (Community)
- 1004 Pesticide Application on School Property
- 1005 Sexual Offenders on School Property
- 1006 Smoking – the Shipman & Goodwin policy in bold
- 1007 Use of School Facilities
- 1008 Visitors
- 1009 Volunteers

1000 – Automatic External Defibrillators – From the questions that arose from our last meeting, we received the answer that all schools have AEDs. Even though it is no longer mandated, we still want the Shipman & Goodwin language to include a portion of our policy language under:

- III. Responsibility for Operation, Maintenance and Record-Keeping –
3. j) *registering the AEDs in accordance with state law.*

Shipman & Goodwin needs to give their blessing.

1001 – Deadly Weapons or Firearms – We had questioned where the SRO fit in and were told that the SRO would be considered a Peace Officer. In addition, we were told that “the district has provided permission to the town constables to be armed on school property while off duty.” This opened up a discussion on other town’s constables who might be on school property or other police officers while not on duty. We need Shipman & Goodwin to review this situation (constables, SROs, etc). Perhaps they would fall under *IV. Other Exceptions* where written agreement has been reached but we want clarification.

Other 1000 Series

- Pool Safety Plan – waiting to see what Shipman & Goodwin has since we do have students swimming in pools at other schools

The following have no match in Shipman & Goodwin – we would like to know why. Four are being referred to other subcommittees for input.

- Security and Safety Plan – Referred to the Safety Committee for input/recommendation
- Community Relations and Communications – Referred to the Communications subcommittee for input/recommendation
- Communications with the Public-Web Pages – Referred to the Communications subcommittee for input/recommendation
- Distribution of Materials to and by Students - Referred to the Communications subcommittee for input/recommendation
- Procedure for Handling Citizen Complaints – Looking in to what other school districts use and will address at our next full policy meeting – why doesn't Shipman & Goodwin have a policy?
- Complaints about Instructional Materials - Looking in to what other school districts use and will address at our next full policy meeting – why doesn't Shipman & Goodwin have a policy?

III. Recommendation for 2000 Series

SERIES 2000 – Administration

- 2000 – Hold on Destruction of Records (Litigation) – Adopt Shipman & Goodwin
- 2001 – Retention of Electronic Records and Information – Adopt Shipman & Goodwin

The following needs to go to Shipman & Goodwin for their input:

- 2002 – Uniform Treatment of Recruiters - Attached is my typed copy of what we would like – Shipman & Goodwin's policy with the last two paragraphs of the current LPS policy 5145.14 – Their policy references possible programs conducted by the Guidance Department – we need the actual programs spelled out (I have some in bold and italics). Also footnotes need verification/update.

The following is in our policy manual but not in Shipman & Goodwin. We would like to know why they don't have them and if they need to review ours (BOE policy 2111 – Superintendent Job Description)

- 2003 – Job Description – Superintendent of Schools – recommend that we keep it (with the new number) for future reference.
- BOE policy 2130 – Job Descriptions – recommend that we remove this one since the Superintendent's Job Description already states under item 6c that the Superintendent develops and updates job descriptions.

IV. Recommendation for 3000 Series

SERIES 3000 – Business

- 3000 – Budget Procedures and Line Item Transfers – Refer to the Finance subcommittee to review the current LPS (1/8/2019 - #3160) and Shipman & Goodwin policies to provide input/recommendation to this subcommittee

Policy subcommittee recommends the following:

- 3001 – Disposal of Obsolete or Surplus Equipment or Material – Adopt Shipman & Goodwin
- 3002 – Gifts, Grants and Bequests to the District – Adopt Shipman & Goodwin
- 3003 – IDEA Fiscal Compliance – Adopt Shipman & Goodwin
- 3004 – School Activity Funds – Adopt Shipman & Goodwin

Purchasing - Refer to the Finance subcommittee to review the current LPS (1/8/2019 - #3313) and Shipman & Goodwin policies to provide input/recommendation to this subcommittee

Ordering Goods and Services – Purchase Orders and Contracts (LPS #3324 dated 2011) - Refer to the Finance subcommittee to review to provide input/recommendation to this subcommittee - there is no matching Shipman & Goodwin – perhaps this policy might be rolled into the Purchasing policy above.

The following three have no equivalent in Shipman & Goodwin. We would like to know why. We would also like to refer these to the Finance subcommittee for review to provide input/recommendation to this subcommittee:

- Fundraising Activities – LPS #3281
- Petty Cash Funds – LPS #3451.5
- Student Activities Regulations – LPS #3452

School Owned Vehicles (#3541.43) will be addressed in the 5000 Series.

School Lunch Services Management (#3542.1) – Need more input on this. Our policy says that it must be self-supporting but not for profit. How does Chartwells fit into that format?

Wrap-up

Outstanding questions/issues for Administration and Shipman & Goodwin:

- Any issue with keeping our 3. j) in the AED section?
- S&G input on the constable situation.
- Recommendation on Pool Policy?

Shipman & Goodwin – no policies to match ours – why?

- Procedure for Handling Citizen Complaints – LPS #1312
- Complaints about Instructional Materials – LPS #1312.1
- Fundraising Activities – LPS #3281
- Petty Cash Funds – LPS #3451.5
- Student Activities Regulations – LPS #3452

Second Reading as listed above

First Reading

- 2000 – Hold on Destruction of Records (Litigation) – Adopt Shipman & Goodwin
- 2001 – Retention of Electronic Records and Information – Adopt Shipman & Goodwin
- 2003 – Job Description – Superintendent of Schools
- 3001 – Disposal of Obsolete or Surplus Equipment or Material – Adopt Shipman & Goodwin
- 3002 – Gifts, Grants and Bequests to the District – Adopt Shipman & Goodwin
- 3003 – IDEA Fiscal Compliance – Adopt Shipman & Goodwin
- 3004 – School Activity Funds – Adopt Shipman & Goodwin

For the chairs of the subcommittees where we are referring policies for input, Dawn will get you the link to the Shipman & Goodwin documents. Plans are to tackle the 4000 Series at our next full policy subcommittee meeting. We will schedule 15 minutes ahead of the next board meeting to see if any of our outstanding questions are answered and if we can move ahead with any of the other policies.

V. Adjourn

The meeting was adjourned at 7:15.

Respectfully submitted,
Maureen D. McCall, Chair

UNIFORM TREATMENT OF RECRUITERS

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's secondary school(s). Access may be granted through programs conducted by the Guidance Department. Such programs may consist of *career days, college fairs, individual school visitations etc.*

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to the military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Legal References:

Conn. Gen. Stat 10-221b
No Child Left Behind Act, 20 U.S.C 7908
National Defense Authorization Act for Fiscal Year 2002, Pub. L. No. 107-107, 115 Stat. 1012.