

**New Milford Board of Education
 Policy Sub-Committee Special Meeting Minutes
 September 5, 2023
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Brian McCauley Mrs. Leslie Sarich Mrs. Olga I. Rella, Chairperson
Absent:	

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 2023 SEP -7 P 3:57
 NEW MILFORD, CT

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mrs. Teresa Kavanagh, Director of Human Services Dr. JeanAnn Paddyfote, Project-Based Employee on Google Meet
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1.	Call to Order The New Milford Board of Education Policy Sub-Committee was called to order at 6:45 pm by Mrs. Olga Rella, Chairperson.	Call to Order
2.	Public Comment None	Public Comment None
3.	Discussion and Possible Action A. Policies Recommended for Approval <ol style="list-style-type: none"> 1. 1105 Non-Discrimination 2. 1111 School Security and Safety 3. 1212 School Volunteers, Student Interns and Other Non-Employees 4. 1250 Policy Regarding Visitors and Observations in Schools 5. 1700 Policy Regarding Possession of Deadly Weapons or Firearms 6. 4112.8 Nepotism (Certified) 4212.8 Nepotism (Non-Certified) 7. 5165 Graduation Requirements <p>1105: Dr. Parlato stated this policy adds definition of both discrimination and harassment. It adds the domestic violence victim as one of the protective classes. Protected</p>	Discussion and Possible Action A. Policies Recommended for Approval <ol style="list-style-type: none"> 1. 1105 Non-Discrimination 2. 1111 School Security and Safety 3. 1212 School Volunteers, Student Interns and Other Non-Employees 4. 1250 Policy Regarding Visitors and Observations in Schools 5. 1700 Policy Regarding Possession of Deadly Weapons or Firearms 6. 4112.8 Nepotism (Certified) 4212.8 Nepotism (Non-Certified)

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	<p>classes can be found in the first paragraph under discrimination. Dr. Parlato stated on page 2 of 14 it delineated the definition of discrimination, harassment, and gave examples of what protected class harassment is. Mrs. Rella stated harassment does not have to include the intent to harm, be directed at a specific target or involve repeated incidents. Mrs. Rella asked and confirmed it applies to everyone, including staff and board members. Dr. Parlato stated the policy goes on to clearly state who the protected classes are, including gender identity, race, domestic violence, etc. The rest of the policy describes the reporting mechanism of the policy and forms to use. Dr. Paddyfote noted that Non-Discrimination policies have already been approved for students, employees. This is for the community and board members.</p> <p>1111: Dr. Parlato stated this policy spells out that each school district has an all-hazards school district safety plan. The district receives a template from the state Department of Education. It is filled out every year by each school. It requires that each school in New Milford has a safety and security committee.</p> <p>1212: Dr. Parlato stated the policy defines what a volunteer means. A volunteer has to work under the supervision of a staff member. It outlines the background checks done on people wanting to volunteer, and ensures the compliance of the health and safety protocols that are instituted at that time.</p> <p>Mrs. Rella stated the regulation does not allow employees of the district to operate in any capacity as a volunteer, unless it is approved by the Superintendent or designee, and asked what happens when a teacher, who is also a parent, wants to be a chaperone for a field trip. Dr. Parlato stated the designee and would have to provide the permission. Mrs. McNerney asked why a staff member, who wants to volunteer, has to go through a vetting process when they are already an employee and have already gone</p>	<p>7. 5165 Graduation Requirements</p>
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through the background check. Mrs. Kavanaugh stated that the employees do not have to go through the background check all over again. If the staff member has already gone through the background check and is currently working in the district, they do not need to go through the process again. Mrs. McNerney stated that just this past spring current staff were being told they needed to go through a background check again, to volunteer.

Dr. Paddyfote stated that the policy was put in place so that employees of the district did not utilize volunteer time as a work day. Mrs. Rella stated that the policy reads in a negative way and should be written in a more positive manner. Mrs. McNerney suggested in the regulation that the language state, if an employee wishes to volunteer then they must use their personal time. Mrs. Rella added that it must be approved by the building supervisor. This way employees who want to volunteer do not think it is something they cannot do. Mrs McNerney stated she is glad that employees do not have to go through a separate background process and hopes this information is communicated to the PTO.

Mrs. Rella added that one of the reasons retired paraprofessionals do not come back as a substitute is because they have to go through the background process all over again. Even though they may have just finished working for the district. Mrs. Kavanaugh stated that unfortunately that has to happen. It is based on the employer law, and fingerprinting laws do not allow them to be shared. New Milford Public Schools cannot provide that information to ESS and ESS cannot provide that to New Milford Public Schools, because they are considered separate employers.

Mrs. Herring suggested the sentence to read, "An employee of the district may serve as a volunteer in any capacity, as may be approved

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	<p>by the Superintendent or his/her designee based on the specific situation.”</p> <p>1250: Dr. Parlato stated, this policy states the rules for visitors and outlines the health and safety protocols for any visitor during the time of their visit. The visitor must have prior approval before arriving. The Board reserves the right to pause visitors given anything that could be happening in the school at any given time.</p> <p>1700: Dr. Parlato stated the major difference with this policy is it includes a specific reference to school transportation as a place where you cannot be in possession of a deadly weapon, or firearm. This policy expands the school sponsored activities and school transportation.</p> <p>4112.8 and 4212.8: Mrs. Rella stated she has a lot of concerns with this policy. It could affect a lot of people and hiring efforts. It also eliminates a pool of potential employees that are known and can be trusted. Mrs. Rella suggested a full board discussion in executive session with legal might be a good next step. There are members of the Board who have family in the district. Mrs. Rella stated she wants to make sure they are fair to everyone and get it right. Mrs. McInerney stated if someone is working in the district and has family in the district, one family member cannot be a supervisor to another family member, so as to avoid favoritism. Mrs. Rella stated the original policy is very broad and now very specific. Mrs. McInerney suggested going back to Shipman & Goodwin or to the district attorney and ask them to rework the language so it fits with the details lined out of what the district will and will not allow. Mrs. Rella stated she does not want to eliminate potential candidates that could serve the district well, as long as the family discloses the fellow members who are also employed with the district. Mrs. McInerney stated there are several phrases that are too absolute about not letting family members work in the district if they are related to a board member, as well as members of the</p>	
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	<p>same family should not be able to work in the same building. Mrs. McInerney stated that it should not be an issue if the two jobs do not overlap, especially given the hiring issues. Mrs. Sarich stated that in her experience, having two family members work in the same building, if for some reason they have a falling out, it can bleed into the workplace. Mrs. McInerney stated it would be up to the building administrator to handle the situation. Mrs. Rella stated it is important to add that if a family member is already an employee and another family member is hired, it must be disclosed they are family. Also, one family member cannot vote or sit on a committee that makes decisions regarding the other family member. Mrs. McInerney agreed and stated that family members would need to recuse themselves since it is a conflict of interest. Dr. Paddyfote stated when Shipman & Goodman wrote this policy it was based on best practice. Mrs. Rella stated that the district already has current staff that this would affect. Dr. Paddyfote stated that the district already knows this and it is public information.</p> <p>Regarding prohibitions on hiring, the sentence regarding board members who have immediate family should be addressed. The sections on not having immediate family be a supervisor should remain as well as not be on a committee to decide advancement. The section regarding an employee being moved into a school/building/department with an existing family member must be approved by the Superintendent, should be discussed further. The section regarding no family should be a supervisor to relatives, should remain. The section regarding an employee in a position with access to confidential information, such as benefits, should not have family members included. Mrs. Herring stated that “relative” and “immediate family” should have exact definitions. Mrs. Herring suggested it read “familiar relationship,” and the committee agreed. Dr. Parlato stated there is a section for immediate family and another for relatives. Mrs.</p>	
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	<p>McInerney suggested combining them. After reviewing the other sections, the committee agreed the other sections should remain as-is besides the Discharge and Denial of Re-Employment. Dr. Paddyfote stated it has to do with recall through a contract. Dr. Parlato stated in the instance someone is laid-off, there is a recall list. That family member would still be eligible to be rehired. They would be grandfathered. Mrs. McInerney stated they can be hired back but still have to abide by the disclosure requirements and restrictions. The Superintendent has the authority to move people around should one of the conflicts arise with hiring someone back.</p> <p>Dr. Parlato stated there is still one section that the committee has not fully decided on: “No immediate family member of a Board member or any other district-level administrator shall be hired to any position of employment.” Dr. Parlato stated the committee can bring it to the board and state they want to discuss that provision only. Mrs. Sarich stated that it can be approved by the Superintendent in writing if the situation should arise. Dr. Parlato agreed that was a way to have the situation approved. Mrs. McInerney agreed they should bring it to the full board to discuss that particular matter. Mrs. McInerney suggested that the Nepotism policy be discussed again in the October meeting and then brought before the board afterwards. The committee agreed.</p> <p>5165: Dr. Parlato stated the policy is spelled out through state legislation and has been specified to New Milford. Dr. Parlato stated on page 2/6 the charts are slightly different for the graduates of 2023. There are multiple ways now a student can show their proficiency in a subject. Dr. Parlato noted that the district will offer assistance to those students who are making insufficient progress. Mrs. McInerney asked how it pertains to the Mastery Based program, the skills can be seen but the content is not listed</p>	
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	<p>and how they get that content experience. Ms. Hollander stated that it needs to be updated so it better reflects the district's pathways. It is on her radar.</p> <p><i>Mrs. Rella moved to bring the following policies to the full board for second review and approval with exception of Policy 4112.8 / 4212.8 Nepotism. Seconded by Mrs. Sarich.</i></p> <ol style="list-style-type: none"> 1. 1105 Non-Discrimination 2. 1111 School Security and Safety 3. 1212 School Volunteers, Student Interns and Other Non-Employees 4. 1250 Policy Regarding Visitors and Observations in Schools 5. 1700 Policy Regarding Possession of Deadly Weapons or Firearms 6. 4112.8 Nepotism (Certified) 4212.8 Nepotism (Non-Certified) 7. 5165 Graduation Requirements <p>Policies Recommended for Deletion upon Approval of Above Policies in Item A</p> <ol style="list-style-type: none"> 1. 1212 School Volunteers 2. 1250 Visits to the Schools 3. 1700 Possession of Firearms on School Property Prohibited <p>B.</p>	<p>Motion made and passed unanimously for the following policies to be brought to the full board for second review and approval with exception of Policy 4112.8 / 4212.8 Nepotism. Motion passed unanimously.</p> <ol style="list-style-type: none"> 1. 1105 Non-Discrimination 2. 1111 School Security and Safety 3. 1212 School Volunteers, Student Interns and Other Non-Employees 4. 1250 Policy Regarding Visitors and Observations in Schools 5. 1700 Policy Regarding Possession of Deadly Weapons or Firearms 6. 4112.8 Nepotism (Certified) 4212.8 Nepotism (Non-Certified) 7. 5165 Graduation Requirements <p>B. Policies Recommended for Deletion upon Approval of Above Policies in Item A</p> <ol style="list-style-type: none"> 1. 1212 School Volunteers 2. 1250 Visits to the Schools
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	<p><i>Mrs. Rella moved to bring the following policies to the full board for second review and deletion, seconded by Mrs. Sarich and passed unanimously.</i></p> <ol style="list-style-type: none"> 1. 1212 School Volunteers 2. 1250 Visits to the Schools 3. 1700 Possession of Firearms on School Property Prohibited <p>Policies for Discussion</p> <ol style="list-style-type: none"> 1. 5163 Transportation <p>C. Mrs. Rella stated that in the policy it states on page 3 of 7, IV, the bus company is saying that when a bus pulls up to a stop and a parent is not present, the policy is for the child to be dropped off, even if no parent is present. That makes the Board liable because the policy states the bus company is no longer responsible for the child once they are dropped off at the bus stop. Mrs. McInerney asked if there is anywhere in the policy that requires a parent to be present for students K-5. Mrs. Rella stated no. Mrs. McInerney asked if that was something the Board wanted to do. Dr. Parlato stated she and Mr. Giovannone will call the bus company and clarify what their perception is. Mrs. Rella stated she had parents call her and tell her that the bus company is telling parents that they are not responsible for the student if the parent is not present. Dr. Parlato stated that the bus company has to clarify what has been communicated to the bus drivers and what the bus drivers are actually doing. Mrs. Rella stated that the Board needs to protect the Board and the children. Dr. Parlato stated that it will have to be tabled until there is more information.</p> <p>Items of Information Regulations:</p>	<ol style="list-style-type: none"> 3. 1700 Possession of Firearms on School Property Prohibited <p>Motion made and passed unanimously for the following policies to go to the full board for second review and deletion.</p> <ol style="list-style-type: none"> 1. 1212 School Volunteers 2. 1250 Visits to the Schools 3. 1700 Possession of Firearms on School Property Prohibited <p>C. Policies for Discussion</p> <ol style="list-style-type: none"> 1. 5163 Transportation
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4.	A.	<ol style="list-style-type: none"> 1. 1105 R Administrative Regulations Regarding Non-Discrimination 2. 1111 R Administrative Regulations Regarding School Security and Safety 3. 1212 R Administrative Regulations Regarding School Volunteers, Student Interns and Other Non-Employees 4. 1250 R Administrative Regulations Regarding Visitors and Observations in Schools 5. 1255 R Administrative Regulations Regarding Sexual Offenders 6. 5131.81 R Administrative Regulations Regarding Use of Private Technological Devices by Students <p>No discussion.</p>	<p>A. Items of Information Regulations:</p> <ol style="list-style-type: none"> 1. 1105 R Administrative Regulations Regarding Non-Discrimination 2. 1111 R Administrative Regulations Regarding School Security and Safety 3. 1212 R Administrative Regulations Regarding School Volunteers, Student Interns and Other Non-Employees 4. 1250 R Administrative Regulations Regarding Visitors and Observations in Schools 5. 1255 R Administrative Regulation Regarding Sexual Offenders 6. 5131.81 R Administrative Regulations Regarding Use of Private Technological Devices by Students
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4.		<p>Public Comment None</p>	<p>Public Comment</p>
5.		<p>Adjourn <i>Mrs. McInerney moved to adjourn the meeting at 7:40 pm, seconded by Mrs. Sarich and passed unanimously.</i></p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 7:40pm.</p>

Respectfully Submitted,



Mrs. Olga I. Rella, Chair