

Coventry Board of Education
Coventry, Connecticut

POLICY COMMITTEE MEETING

Approved Minutes of Monday, December 13, 2010

Members Present: Jennifer Beausoleil, Policy Chair
Mary Ann Emanuele
Cheryl Trudon (arrived at 6:40 p.m.)

Also Present: Donna Bernard, Ph.D., Superintendent of Schools
Paul Noel, Director of Physical Plant and Facilities

I. Call to Order

J. Beausoleil called the meeting to order at 5:10 p.m. in the Administration Building Conference Room.

II. VOTE: Approve the minutes of November 15, 2010

MOTION: To approve the minutes of November 15, 2010

By: M. Emanuele Seconded: J. Beausoleil

M. Emanuele asked for the following changes:

Page 1, first paragraph, fourth sentence to read, "M. Emanuele noted she was not against the idea of having an Administrative Regulation attached to the policy."

Page 2, first paragraph, the word "in" be changed to "on."

Result: Motion to approve the minutes with noted changes passes unanimously.

III. Policy Discussion / Review / Recommendations for Next Steps:

A. Revisions:

1. 1330 Use of School Facilities Policy and related Administrative Regulations

Dr. Bernard suggested sending notification to the lessees that the policy and regulation will be up for discussion at the Board level. M. Emanuele asked that the notification and the drafts also be put on the website.

J. Beausoleil said she was pleased to see the changes made and asked that a mention of the new fees be added to the policy. The following was added to page 2 under paragraph 5, "Please see Administrative Regulation 1330A for complete fee structure." M. Emanuele asked the same be added to the end of the policy. The Committee agreed.

The Committee discussed several topics and agreed on the following changes:

Page 1, paragraph 6, the second sentence would read: "Access will be denied without proper roster and insurance information by date of service."

Page 1, paragraph 9, the first sentence would read: “The need for additional custodial, food service, and additional adult supervision.”

Page 1, paragraph 10, the sentence would read: “The appropriateness of the requested activity.”

Page 1, last paragraph, “or the Board” would be added after the word “Administration” and last sentence would be removed.

Page 2, fifth paragraph, the following will be added as the second sentence: “A report will be given to the Board’s Fiscal Committee 30 days prior to any fee schedule changes.” and the following sentence will be added to the end of the same paragraph: “Please see Administrative Regulation 1330A for the complete fee structure.”

Page 3, the last bulleted sentence will be removed.

The Committee discussed the Definition of Groups. M. Emanuele noted “Lake Associations” under Group IV and believed the group should be under a different category. She said they are a Town group and should be moved up. J. Beausoleil said she would be willing to move the Lake Associations to Group II. Discussion ensued regarding the classification of Lake Associations as a municipality and whether they were considered an official Town group. The Committee agreed to move Lake Associations up to Group II.

Regarding the Administrative Regulation, M. Emanuele asked that the charges on page 1 be emphasized as “per hour” under the “Standard Per Hour Labor Charges.” The Committee agreed underlining “per hour” in the heading would do that.

The Committee agreed to move the policy forward to the full Board.

MOTION: To warn amended policy #1330 Use of School Facilities to go to the Board for discussion at the next meeting.

By: M. Emanuele seconded: J. Beausoleil

Result: Motion passes unanimously.

2. 3280 School Activity Funds Policy and related Administrative Regulations

Dr. Bernard said the policy itself was kept “as is,” as it was the legal model from Shipman and Goodwin. A model Administrative Regulation was developed as a starting point for the Committee’s review.

The Committee discussed the application process for one to “open” a Student Activity Fund. They decided the application form would include at least the following information: who was responsible (treasurer or responsible adult), for what purpose are the funds, expected termination of account, year-end of disposition of funds; and dispense of remaining funds upon termination of account. The Committee agreed that all accounts currently in existence would also have to complete this form, for the record. Dr. Bernard said she would review this with the Administrators for further input.

M. Emanuele asked that the word “custodian” on the first page of the regulation be changed to “treasurer.”

J. Beausoleil asked that the following be added to the policy itself: “The Board shall receive a yearly report on the status of the Student Activity Funds.”

The Committee agreed the information would come back to the Committee for a second draft.

3. 5131.7 Bullying Behavior in the Schools

The Committee reviewed the policy and the related changes, which were minor in nature and recommended by Shipman and Goodwin.

MOTION: To warn policy #5131.7 Bullying Behavior in the Schools to go to the Board for discussion at the next meeting.

By: M. Emanuele seconded: J. Beausoleil

Result: Motion passes unanimously.

B. New Adoptions:

5141.4 Food Allergy Management Plan and Guidelines

The Committee reviewed the policy as a model from Shipman and Goodwin.

M. Emanuele asked that on page 3, paragraph 4, second to last sentence, the following be added instead of the bracketed words, “the building administrator and school nurse.”

M. Emanuele noted item 2. under heading II. on page 1. She said the child’s health care provider should have input in the IHCP and that should be noted. The committee agreed to add in the following to the first sentence after the word “parents,” “a report from the child’s health care provider”.

The Committee agreed to move the policy forward to the full Board.

MOTION: To warn amended policy # 5141.4 Food Allergy Management Plan and Guidelines to go to the Board for discussion at the next meeting.

By: M. Emanuele Seconded: C. Trudon

Result: Motion passes unanimously.

IV. Adjournment

The meeting adjourned at 6:55 p.m.

Respectfully submitted:

Kimberlee Michaud
Board Clerk

Approved: March 29, 2011