

**WEST HAVEN BOARD OF EDUCATION**  
**Policy Committee Meeting Minutes**  
**Board Meeting Room**

A Policy Committee Meeting of the Board of Education was held on October 21, 2019 in the Board's meeting Room on the second floor of City Hall, 355 Main Street, West Haven, CT. The meeting was called to order by Robert Guthrie, Chairman of the Policy Committee at 7:10 PM. The committee members are Patrick Leigh and Pat Libero but everyone else is more than welcome to stay.

**BOARD MEMBERS  
IN ATTENDANCE:**

Robert Guthrie, Chairman  
Patrick Leigh  
Patricia Libero  
James W. Morrissey  
Karen Pacelli  
Rosa Richardson  
Rosemary Russo  
Susan Walker

Chairman Guthrie said this has been a work in progress since August trying to get everyone together to go over this. Between Jim Turcio, Joe Lucibello and Jolene Barnes some things have been tweaked and some things have been changed. A lot of changes are made are to comply with statute changes. There are some language changes and there are a couple of policies recommended to be pulled apart and have their own policy numbers.

**P6171 Independent Educational Evaluation (IEE)**

Jim Turcio began with a quick snapshot of the Independent Educational Evaluation (IEE) P6171 which reflects the new statutory changes. The only change in the policy is if a parent requests an independent evaluation. Prior to that district's had a lot of flexibility on what they would approve or not approve. Right now it is either we approve it or we take the parent to due process. It is pretty much adopting what the state has adopted and it puts everything in line. A parent can ask for it and the only right we have is to either say yes we will pay for it or no we are taking you to due process.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

**P3231 Business/Non-Instructional Operations**

Medical Reimbursement for Special Education Students. We contract with a 3<sup>rd</sup> party vendor that works with Medicaid and insures the child is Medicaid eligible and insures proper consents are in place. This puts the statute into effect which has not existed before.

We have to adopt this because we have been doing the medicaid billing. Superintendent Cavallaro said our department does a very good job.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 5125 – Student Records

This puts the FERPA Regulations into effect. There were some minor changes. It talks about the hearing process and challenges that can be made. The only additional thing we have to change is to identify the custodian of records. The Director of Pupil Services will be responsible for Special Education Records as the Custodian of Record and the principal will be responsible for all the academic records. Everything else is pretty similar with some minor tweaks on the process of challenging or the hearing process.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 5141 Students – Reporting of child abuse and neglect

This is the new DCF 5141 that puts everything up to date where DCF has been operating. The time limitation where the staff had 12 hours was a minor tweak. We are required to do the training for all students, staff and parents from K-12 to be aware of the process. This is something we continue to do that meets the statutory requirements. The only other tweak which was a change in the statutes was if there is a failure to report and there was intent then the charges are a misdemeanor for a staff person. This new language is in the statute which has to be adopted.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 5113.2 Students – Attendance/Excuses/Class Cuts

This is just a tweaking of the language. This took out some old outdated language that we hadn't brought up to date in the policy but it is in effect and has been in effect in our practice at the high school and other schools.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 5113.2 Students – Truancy

This one had a minor change for some outdated language with regard to truancy. This reflects what DCF is currently doing and what our practice has been. This reflects what we are doing in our Truancy Review Board.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 4111/4211 /4211 Personnel – Certified/Non-Certified

The first Policy 4111 is just to update the policy because it wasn't in full compliance with the current statutes. It discusses there should be a written plan for minority staff recruitment which we do have in place but there are some updates that we can put towards it. It also talks about the district's responsibility in Title 1 Schools to notify the parents at the beginning of the year that they have a right to ask if their classroom teachers are certified or not. The second part of talks about the rehiring of retired teachers. There are some restrictions on hiring retired teachers such as how long they can work and we have been abiding by that policy. Part C deals with applications where an applicant has to disclose if they have any personal or business relationship with the superintendent and/or any board members. This was optional and Neil felt it shows more transparency to add it in so we decided to add a little section on the application. A discussion took place regarding this but it was decided to add it in.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 4112.6 Personnel Records

This restates what is allowable under FOI for information to release in personnel records and the storage of records. What really stands out is that any kind of disciplinary action is FOIable and that is really what was put into the language.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

#### 4112.5 Security Check/Fingerprinting

The State Police requested part of the policy in 4112.5 needed to be separated out and put into its own policy and that is where 4112.52 comes from. We already had this on record but it was just breaking it down further and calling it Criminal History Record Information.

Chairman Guthrie asked for a motion to approve this and recommend it to the whole board for the next agenda.

Patrick Leigh made the motion

Pat Libero seconded the motion

All board members were in favor

Chairman Guthrie asked if there were any questions. Bob thanked Jolene, Jim and Joe. Bob said he and Neil were talking after the last meeting and Tammy tried to comb through this along with CAFE to see if there was anything we missed with the October statute change with the State Police. Superintendent Cavallaro said Tammy did a really good job and was working on it today. She puts a lot of this stuff together. Once the board passes it she will work with CAFE and we have the online policy and they will update the policies.

Chairman Guthrie asked for a motion to adjourn.

Pat Libero made the motion to adjourn

Patrick Leigh seconded the motion

All board members were in favor

The meeting adjourned at 7:35 PM

Respectfully submitted,

Marylou Amendola  
Board Secretary

## **BOE Student Report 10/7**

1. Students came up with a list of concerns and suggestions regarding the lunch lines. A meeting has been set for with the head of food service to go over these concerns.
2. This week is spirit week at the high school. Our homecoming football game will be played at some point this week, but last we heard, the schedule is not definite.
3. The PA system is set to be up and running in the old part of the school by October 11th.