



**TOWN OF ROCKY HILL
POLICY COMMITTEE
MEETING MINUTES/MOTIONS**

In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.

NAME OF PUBLIC BOARD OR COMMISSION	Board of Education Policy Committee
DATE MEETING AGENDA POSTED	December 4, 2009
LOCATION	Training/Conference Room
DATE OF MEETING	December 7, 2009
TIME MEETING STARTED	6:30 p.m.
PERSON PREPARING MEETING MINUTES	Jo-Anne Booth, Recording Secretary
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MEMBERS PRESENT AT MEETING

1. Raffaella Calciano-Coler, Chairperson (Entered at 6:50 p.m.)	2. Dilip Desai
3. William MacDonald, Ex-Officio Member (Chairman of Bd. of Ed.)	4. Also present: Superintendent Dr. Jeffrey Villar
5. Assistant Superintendent Marian Hourigan	6. Vincent Mustaro (Senior Staff Associate for Policy Services at CABE)

NUMBER REQUIRED FOR QUORUM 2 QUORUM PRESENT Yes No

TEXT MOTIONS AND RESULTS VOTES

1st MOTION Passed Failed Tabled

Moved by Dilip Desai, seconded by William MacDonald, to adjourn the meeting at 7:35 p.m. (Maria Mennella was absent.)

**FAVOR: ALL
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)

ACTION

CORRECTION(S) (will be attached if available)

TIME MEETING ADJOURNED: 7:35 p.m. .

TIME DELIVERED TO TOWN CLERK: .

Town of Rocky Hill
Board of Education
Policy Committee Meeting Working Notes
December 7, 2009

A Policy Committee meeting of the Rocky Hill Board of Education was held on Monday, December 7, 2009 in the training /conference room. William MacDonald (Ex-Officio member) (Chairman of Bd. of Ed.) called the meeting to order at 6:30 p.m. Present were: Chairperson Raffaella Calciano-Coler (Entered at 6:50 p.m.) and Dilip Desai. Also present were Superintendent Dr. Jeffrey Villar, Assistant Superintendent Marian Hourigan and Vincent Mustaro (Senior Staff Associate for Policy Services at CABE).

Absent: Maria Mennella

1. Discussion of Policy Review Process with Representative from CABE

Superintendent Dr. Villar said the Board of Education has agreed to enter into a contract with CABE over the next three years. There will be a complete review and overhaul of the Policy Manual and this will ultimately result in an up-to-date Policy Manual that will be in line with all of the state standards. There will also be an electronic version of this. Superintendent Dr. Villar said Mr. Mustaro was present this evening to talk about the process with regards to this.

Mr. Mustaro passed out a procedural guide to everyone. This process will take two or three years to complete. Mr. MacDonald said three years sounds long to him. He wanted it explained to him as to why this would take three years and what it would take for them to have this done in six months. Mr. Mustaro said there are districts that have done this in less than one year.

Mr. Mustaro said one of his goals for this evening was to go through the procedures so that everyone was on the same page. The process is a simple one but there have been Boards of Education that have put interesting twists on this. He said he would explain how the process for this could be sped up because it is the district that determines the rate at which material will be sent to the Board of Education, etc. He said he would go through what is in every packet, how they can use the material that is there and he would go over some decisions for them to make that could shorten the process. They wouldn't be sent a sample policy on every possible item that is in the codification but the Board of Education would be told what is available. Each Board of Education knows its district better than he does.

Mr. Mustaro told everyone to turn to Page 3 of the guide that he passed out. A number series is being used and this is a national codification. Rocky Hill also uses a number codification. CABE will always start with what is in Rocky Hill's existing manual and nothing will get lost or discarded. CABE always starts first with the 9000 Series because that is the By-Laws and the Board of Education's own internal policies.

The steps are repetitive. The first step is that a packet will be sent to Superintendent Dr. Villar and he will make copies of it for the Committee members. The job of the Committee members is for them to look at what is in this material to decide what it wants to bring to the next step which would be the Board of Education. Sometimes more than one model will be sent on something. One of the reasons that it takes longer to do this manual in the northeast than in the southwest, etc. is because there isn't one model that fits all. Mr. Mustaro told Superintendent Dr. Villar when he makes copies of the material for him to make an extra set because that set will go back to him after the Committee does it work. This will be the Committee approved set. CABE will then prepare a second draft which will go to the Board of Education for its approval and this will be called the Committee approved draft or the second draft. CABE will go to print once the Board of Education makes its decision and the full packet goes back to them. The policies and regulations that the Board of Education adopts will be printed and this will also be available electronically. This process repeats itself over and over again.

Mr. Mustaro referred to Page 2 and 3 of the guide. Every packet will have explanatory material. This does not show up in the final copy of the manual. He gave more detail about this.

Mr. Mustaro referred to Page 5 of the guide and he said this is probably the most important piece of information that they will get. This is a checklist. It is an elaborated Table of Contents and it serves a number of purposes. He went over all of the columns in this and explained each column. The first column is the policy topic title. The second column is the codification number of the national system that is being used. The third column is the former number. The last column has the date this is adopted. The column before the last column or the fourth column is for action that is taken (appropriate as written, modified, or not used). He gave an example with regards to what might not be used. Mr. MacDonald referred to if something is modified. He asked Mr. Mustaro if he would be looking for a policy back from him or he asked him if he would take this Board of Education's policy and black line it with the changes. Mr. Mustaro said he would take this Board of Education's policy. The deletions would be shown as strikeouts and new language will be shown as highlights. Under "Action Taken", there are also two columns for samples being provided. One of these columns is for policies and one is for regulations. Mr. Mustaro said this doesn't mean that his sample is better but it just means that it is another version.

Mr. MacDonald assumed that there are best practices when it comes to Boards of Education and he assumed that there must be best practices when it comes to policy. He asked Mr. Mustaro if this will be provided to them or if they will be told that what they have is okay. Mr. Mustaro explained that "appropriate as written" means it is not illegal but it doesn't mean that it is the best practice. He gave an example. Mr. MacDonald said he would consider Berlin as being a best practice for a Board of Education with regards to some of their practices and policies. He asked how he could leverage off of what they do for consideration at least to get into this Board of Education's document. He asked Mr. Mustaro if his samples are generic ones or best practices. Superintendent Dr. Villar said there tends to be two sources of policy models from his experience. There is CABE

and then there is the Attorney, Shipman & Goodwin. This Board of Education's Attorney is Shipman & Goodwin and they have model policies that are very similar to CABE's. Mr. Mustaro said CABE uses Shipman & Goodwin policies. Mr. MacDonald asked if this Board of Education is going to be going through the same exercise with them. Superintendent Dr. Villar recommended that they stick with the recommendations they are getting through CABE because CABE works closely with Shipman & Goodwin. Mr. MacDonald confirmed that they weren't going to be using Shipman & Goodwin's policies. Superintendent Dr. Villar said it would be redundant. Mr. MacDonald referred back to the question he had recently asked with regards to how he would get best practice policy language from other Connecticut Boards of Education in front of him for him to look at. He asked if they should consider this or not. Mr. Mustaro said it depends on how much depth they want to go into. He will give them one or two samples to look at in most areas. He explained how they can get bogged down easily if they want to look at twenty samples. There is a way that they can do this if they aren't satisfied with the samples that CABE sends them. CABE is hosting approximately twenty-five districts online. These can be searched easily through the Connecticut online policy service. CABE has been the major source for the policy language. When he works with a new district, he puts some of their material which he considers to be a good practice into CABE's policy library. In some cases, CABE will say what they think is the best way to go. He gave an example of this.

Mr. MacDonald said they have so much to do and he doesn't want to reinvent anything. He asked if there was anyway to get this streamlined as much as possible. Superintendent Dr. Villar referred to Mr. MacDonald's goal of wanting to have this done faster rather than slower. Superintendent Dr. Villar said CABE is the established authority. CABE will give recommendations but there might be key policies that are just important to this Board of Education as a community and in that case they might say that they want to look at a couple of samples. Mr. MacDonald agreed.

Mr. Mustaro said the packets get larger. The heart of the manual is the 4000 Series (Personnel), 5000 Series (Students) and 6000 Series (Instruction). They have suggested to Boards of Education that when the initial packet is sent to the superintendent for the superintendent to make the first cut because the superintendent knows the district. Nothing will be hidden from them as a Committee and Mr. Mustaro explained more about this. By doing this in this manner, this will cut down on the timing and the amount of material they have to look at. He gave an example.

At this point Chairman Calciano-Coler entered the meeting. Mr. MacDonald gave her a quick update as to what had been discussed so far this evening.

Mr. Mustaro said another way this can be streamlined is that he can send a blank checklist for each of the series to Superintendent Dr. Villar. The checklist will have all of the possible topics on it and they can check off which ones they are interested in. They have to keep in mind though that if there is an existing policy on that then they will work with that. If there is something in the packet they don't want that goes back to CABE, they need to draw a line through it and if it is something they want to accept the way

CABE sent it to them then they can put a checkmark or an “okay” in the upper right hand corner. Changes to anything can be shown in red. CABE will let them know if they don’t check off something that is mandated. If a title is in bold on the checklist that means it is mandated. Mr. MacDonald asked if mandated means that it is a State Statute. Mr. Mustaro said it means it is a State or Federal Statute.

Superintendent Dr. Villar suggested they use Mr. Mustaro’s experience, CABE’s experience and to speed this up a little bit that their initial desire be for review of the policies to make sure they are appropriate, etc. Mr. MacDonald said they also want to make sure that all statutory requirements are met. Superintendent Dr. Villar said he can read the samples that are brought forth and then identify for the Board of Education the areas that he thinks they need to spend more time in reviewing. He can flag where they need to focus as a Committee and this can be brought to the Board of Education. He is hoping they will bring large packets of recommendations from the Committee to the Board of Education so that it doesn’t get bogged down in reading one policy at a time. Mr. Mustaro said CABE recommends that this goes to the Board of Education as a total packet. Mr. MacDonald asked if this is by section and Mr. Mustaro said yes.

Mr. Mustaro said they will get a checklist with every single series. They will always be working off of what is in the packet. They will also get a Table of Contents which will change. The first time they see it, it reflects what is in the full packet. The second time they see it, it will reflect what is going to the Board of Education. The third time they see it, it will reflect what the Board of Education has adopted.

Mr. MacDonald referred to what “B” means in the Table of Contents. Mr. Mustaro said this means By-Laws. They will only see this in the 9000 series. In all of the other series, they will get “P”, “R” or “P/R”. “P” is policy and “R” is regulation.

Mr. Mustaro referred to Page 10 in the guide and he said this information is for Region 17. He explained why they have Region 17’s information and not Rocky Hill’s. He referred everyone to “Parent Involvement” which was in bold print. This is mandated.

Mr. Mustaro told them there is another decision for them to make to potentially shorten the process. CABE recommends if they have regulations that they deal with those at the same time that they are going through the Policy Manual. CABE will provide some regulations for them to consider in some cases. The Board of Education doesn’t formally adopt regulations. Mr. MacDonald asked if they should incorporate this by reference in their policy instead of listing out the whole regulation. Mr. Mustaro told him that they can and they can say that the superintendent is directed to develop regulations for a certain policy. The regulations appear right behind the policy if they pertain to it. A lot of material is ending up in policy that is really regulatory language. Sometimes the topic determines this and sometimes the local issue does. He explained what happened when Middletown’s manual was done.

Mr. Mustaro referred to the 1000 Series and he said the checklist works the same way as it does for the other series. There are only about thirty mandated policies in the manual.

Mr. MacDonald asked Mr. Mustaro what role he has seen the parents play in updating the policies. Mr. MacDonald said the Committee meetings are open to the public. Mr. Mustaro said beyond this that he has seen very little. He explained about one district that tried to get the public very involved with this. Superintendent Dr. Villar hopes the Committee does most of the work because it will move faster. Mr. Mustaro said in fifteen years that he only had one Board of Education that had a parent representative on it.

Mr. Mustaro referred to Page 13a in the guide. He said this was a first draft series. He mentioned that not every policy will have or will need a regulation.

Mr. Mustaro referred to Page 13c in the guide. For the 4000 Series, the policy language is superseded by the contract language. He has copies from Superintendent Dr. Villar of all of the bargaining unit agreements. CABE will look to see if they have contract language covering these topics when they do the 4000 Series. He gave an example of this. "T" is for the teachers' contract and "A" is for the administrators. They have to have a policy pertaining to reduction in force unless it is covered in a contract. CABE always recommends that a policy is included in the 4000 Series that clearly states if the policy and contract are in disagreement then the contract always supersedes it. For the 4000 Series, there are a number of policies that are dual codified and this is so that paper is saved and it also saves the reading for people. Everything in the "4100s" is for certified staff and everything that is in the "4200s" is for the non-certified staff. A lot of policies belong to both of these.

Every policy in the draft will have an annotation at the top. Mr. Mustaro went over what these commonly used annotations are (i.e. sample policy to consider, sample regulation to consider, etc.). The categories that CABE uses are mandated, recommended or good practice and optional.

Mr. MacDonald referred to the Board of Education's Minutes and he asked if these are required, under State Statute, to be posted on their website. Superintendent Dr. Villar said yes and that it is under F.O.I. (Freedom of Information) that they are required to be posted. Mr. MacDonald asked if this is included as a policy and he mentioned that there is a big mandate discussion over how this is costing the towns money. He asked if the level of detail that would go into their By-Laws would be where the Minutes would be posted and he asked if this is required. Mr. Mustaro said if it is required to post the Minutes on their website then CABE will put this in a policy. He wasn't sure with regards to the posting of the Minutes if the language states that this is to be done on their website. Two Statutes have been passed during the last session of the General Assembly that stated these are to be posted on the district's website and on each school's website but in the absence of those that these are to be posted in a way that the Board of Education deems to be appropriate. Mr. MacDonald said if this is a requirement then he would rather have it in there that it is a policy of theirs and they will do this. Superintendent Dr. Villar referred to last year's F.O.I. conference and he said in response to the legislation, some municipalities took down their websites stating they are just not going to have one.

Mr. Mustaro referred to Page 17 of the guide. He said this is just a reminder. Boards of Education ask him if they can send their changes to him electronically. They deal with so many districts and first drafts, second drafts, etc. that CABE would have to play “ping pong” if they get the changes sent to them electronically. This slows them down and it is easier in the process if changes are sent in red in a paper copy.

Mr. Mustaro said they would be amazed at how many packets CABE gets back that have cover letters stating they are adopted but there is no adoption date on them and CABE can't put a date on those. Mr. MacDonald asked Mr. Mustaro if they will individually be sending these to him or if they go through Superintendent Dr. Villar. Mr. Mustaro said Superintendent Dr. Villar will send back the master packet. Superintendent Dr. Villar said he will have to coordinate this with Chairman Calciano-Coler.

Mr. Mustaro explained to everyone how they can always tell what is in a first draft and what is in a second one. If there is an existing policy, it will state “Rocky Hill Public Schools, Rocky Hill, CT” in the lower right hand corner. This information won't be put in if there is a sample because CABE is not sure if the Board of Education is going to accept it or not. He showed everyone a sample of a second draft which is on Page 18 in the guide. He explained more about this. The district's name would be added now in the lower right hand corner and CABE also adds an annotation at the bottom of the page that states “Reviewed and approved by Policy Review Subcommittee”. This means that this is what the Committee is now recommending to the Board of Education for the full Board of Education's consideration. Mr. MacDonald asked if a date is normally put on this. Mr. Mustaro said no because this is the second version and it is Committee approved. Superintendent Dr. Villar said this would be after they have already reviewed it, accepted it, maybe made changes and it is being sent back to them. Mr. Mustaro explained what CABE tracks at its office with regards to dates. He told them they are getting three runs basically.

Mr. Mustaro referred to how it states “Regulation approved” on Page 19 of the guide and he told them to keep in mind that the Board of Education technically doesn't take a vote on the regulation. Policies are really being approved. He spoke about the next page in the guide with regards to suggested motions to be used. In these motions, the new series is being adopted and everything that is in existence in the current series is being rescinded. He went into more detail about this. Mr. MacDonald gave an example of this Board of Education approving the 9000 Series. Some of their old policies were the 7000 Series so he confirmed that they wouldn't just be rescinding the 9000 Series but they would also rescind the ones in the 7000 Series that relate. Mr. Mustaro said that was correct.

Mr. MacDonald told Mr. Mustaro it appears that he is going in a linear manner by series and he asked if there was any value for him to look through the entire policy to see if there are any legal ones from a statutory basis that they don't have but that they should have right away. Mr. MacDonald explained what his fear is with regards to this. Mr. Mustaro said this would almost be impossible for him to do. Mr. MacDonald told Mr. Mustaro that he only asked this because he had said there were only fifteen regulations or

so. Mr. Mustaro said they could do this but it hasn't been an issue. In his experience, he has found for the most part that districts have the important policies that they need to have in the Policy Manual.

The second draft and the final copy will always have "Rocky Hill" on them. There will be no bold type any more in the Table of Contents for these. This will just be clean type. The Board of Education will get a copy that shows the adoption date. Policies will be printed in blue, regulations will be printed in yellow and forms will be in white. CAFE will provide forms for them to look at and these can be discarded if they already have their procedures worked out. CAFE will provide procedural things for the Board of Education's consideration.

Mr. Mustaro said this was a brief presentation. Mr. MacDonald said it was very helpful to him.

Mr. MacDonald referred to the policy directory that Mr. Mustaro had mentioned and he asked if he has access to this or how he would get access to it. Mr. Mustaro told Mr. MacDonald that he has access to a part of it. Mr. Mustaro said there is a core manual on CAFE's website which they have access to but this only contains about twenty percent of what is in their policy bank totally. He explained the reason for this. Mr. MacDonald confirmed they have access to this as a paying member of CAFE. Mr. Mustaro said they have access to the generic manual and they have access to the districts that CAFE is hosting online. There are twenty-five manuals there. He explained how they can get to this. Mr. MacDonald asked Mr. Mustaro what he meant when he said "district hosting". Mr. Mustaro said this means this is on CAFE's server. Mr. MacDonald said Berlin is a member of CAFE. Mr. Mustaro said they aren't hosting Berlin's manual. Superintendent Dr. Villar explained that it is a paid service through CAFE if a district wants them to take the electronic version of its manual, put it on their server, make it available to anyone in the district and update it constantly. Mr. Mustaro explained this more and he said this gives another source of looking very easily at what other districts are doing. There is a good cross section of districts.

Superintendent Dr. Villar suggested to the Committee that if they are comfortable with him going through everything to flag it then he will do this and then have the packets sent out to them. They can schedule a meeting after this so that they can get together to go through this and come up with a Committee recommendation for the Board of Education. They will go through the process. He was told that this makes sense.

Mr. Mustaro said the Board of Education determines the speed for all of this because CAFE doesn't want them to get into a situation where CAFE gets the material back and the Board of Education doesn't have another set to work on. Mr. MacDonald asked Mr. Mustaro what his order is to work on this with regards to the series. Mr. MacDonald said that Mr. Mustaro had mentioned that they start with the 9000 Series. Mr. Mustaro said they then go to the 0000 Series (Mission/Goals/Objectives) which has nothing mandated in it. They would then do the 1000 Series (Community Relations) and 2000 Series (Administration). For the 3000 Series (Business), he said they may want to consider some

floating membership such as the Business Manager. There would be the 4000 Series (Personnel) next. For the 5000 Series (Students), he said it may be a good idea to have an elementary principal and a secondary principal sitting in on those meetings because they want to be careful about the implementation of the material at the building level there. For the 5000 Series, they should get their medical advisor and nurses' input on the medical things. The 7000 Series (New Construction) is an optional one so some districts opt not to do this one. Mr. Mustaro recommends in this series that they have a policy pertaining to school naming rights. If something comes along that is a burning local issue then they will take that out of sequence.

Mr. MacDonald said this was very good.

Moved by Dilip Desai, seconded by William MacDonald, to adjourn the meeting at 7:35 p.m. (Maria Mennella was absent.)

**FAVOR: ALL
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth

Accepted by: _____ Date: _____