



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### New Britain Board of Education Policy Subcommittee Meeting

September 16, 2019 – 5:30 PM | New Britain Educational Administration Center

#### Call to Order and Opening

Mr. Nicholas Mercier, Policy Subcommittee Chair, called the meeting to order at 5:31 PM.

#### Committee Members Present

Dr. Violet Jimenez Sims, Mr. Nicholas Mercier, Ms. Yvonne Muniz, Ms. Gayle Sanders-Connolly

#### CSDNB Staff Present

Ms. Jacqui Maddy, Ms. Kristin Salerni, Mr. Mark Spalding

#### Old Business

##### Continue Review of New Britain Schools Guiding Principles of Community, Collaboration, Support (DRAFT)

Mr. Michael Foran previously presented this draft proposal of an updated Code of Conduct created by input from students, staff and community members during the 2018-2019 School Year. Engaging Schools facilitated this work. The goal of the document is to “ensure every student the right to an education in a safe, civil, and compassionate environment.”

The subcommittee continued their review of the remainder of the document and made the following recommendations:

- Recommend that the document be posted on-line especially the first 30 pages - “Parent Handbook”
- Consider posting pages 31-43 (Levels of Behavior Concerns, Violations and Responses – Infractions) separately made viewable upon request
- Request that Mr. Mark Spalding review pages 57-60 with regard to student suspensions and adherence to SPED guidelines
- Request that Connecticut state statute citations on pages 58, 59, 62, 63, 67, 68 and throughout the remainder of the document be examined with regard to accuracy
- Page 21: Reference correct Connecticut law with regard to notification of law enforcement in instances of bullying
- Copyedit entire document with attention given to formatting
- Continue translation of document into different languages as needed

*The Policy Subcommittee Chair, Mr. Mercier, recommended that the final version of this document be forwarded to the full Board of Education for approval upon completion of all recommended proofreading, edits and revisions.*

#### New Business

##### Review and approve minutes from the Policy Subcommittee meeting on June 17, 2019.

There were no recommended changes to the minutes from the Policy Subcommittee meeting on June 17, 2019.

#### New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary

Catherine Cheney | Merrill Gay | Yvonne Muniz | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims

## Review Policy: 6142.101 – District Wellness

Ms. Jacqui Maddy, Nursing Supervisor, expressed concerns with Policy 6142.101- District Wellness specifically with regard to staff members providing food/beverages to students in school. She cited multiple incidents which led to life-threatening circumstances for our students. Ms. Maddy stated that staff members do not have a clear understanding of allergies and the importance of strict adherence to medical orders. She emphasized that no staff members should be bringing in food items and serving them to students during the school day. This extends to the current policy provision which prohibits using foods or beverages as rewards for academic performance or good behavior. For these reasons, she would like further clarification in the current policy regarding food in the classrooms and schools.

The Policy Subcommittee made the following recommendations:

- **Item 11 - Qualifications of Food Service Staff:** Change “Staff development programs shall include appropriate certification and/or training programs...” to “Staff development programs **will be scheduled in conjunction with contracted food service providers** and shall include appropriate certification and/or training programs...”
- **Item 16 – Foods Brought Into School:** Strike “The district shall develop guidelines to help ensure that food brought from home to be shared with other students is appropriate.”
- **Item 16 – Foods Brought Into School:** Change “Classroom snacks shall feature healthy choices...” to “Classroom snacks **that are provided by the district** shall feature healthy choices...”
- **Item 17 – Sharing of Foods:** Add sentence “**Food shall not be brought in from home to be shared with other students.**”
- Reformat Items 8-20 assigning them as letters A-M under School Food Category
- Renumber Health Services as Item 8
- Reformat Items 22-24 assigning them as letters A-C under Health Services Category
- Renumber Family Engagement as Item 9
- Renumber Community Involvement as Item 10

The subcommittee further recommended that this revised policy be included in the district’s Employee Handbook in order to ensure that staff members fully understand their responsibility to adhere to its provisions.

*The Policy Subcommittee recommended that this revised policy be forwarded to the Board of Education for approval at the next regular meeting.*

## Review Policy: 6162.40 – Volunteers

Mr. Mercier expressed concern as to whether or not the language in Policy 6162.40 – Volunteers is clear enough with regard to which individuals must be screened by the Talent Development Office prior to volunteering in the school district. Recently there appeared to be a misunderstanding of the policy by office staff which led to parents believing they had to participate in the screening process. The policy currently states that the background screening process only applies to “non-custodial” individuals and external organizations. Administrators have been made aware of this policy.

It was decided that Dr. Jimenez Sims would gather information to share with the subcommittee regarding the policy her former school district had regarding supervised versus unsupervised volunteers. This information may be considered in the possible drafting of revisions to our policy.

## Closing and Adjournment

The meeting was adjourned at 6:41 PM.

## New Britain Board of Education

Nicole Rodriguez - President | Nicholas Mercier – Vice President | Gayle Sanders-Connolly - Secretary

Catherine Cheney | Merrill Gay | Yvonne Muniz | Annie S. Parker | Nancy Rodriguez | James Sanders Jr. | Violet Jiménez Sims