

**New Milford Board of Education  
 Policy Sub-Committee Minutes  
 February 28, 2017  
 Lillis Administration Building, Room 2**

**Present:** Mrs. Tammy McInerney, Acting Chairperson  
 Mrs. Wendy Faulenbach  
 Mr. Dave Littlefield  
 Mr. Bill Dahl, Alternate

**Absent:** Mr. J.T. Schemm, Chairperson

**Also Present:** Mr. Joshua Smith, Superintendent  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Ms. Ellamae Baldelli, Director of Human Resources  
 Ms. Roberta Pratt, Director of Technology

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1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. McInerney acting as Chair. Mr. Dahl was seated in the absence of Mr. Schemm.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policies/Bylaws for Review:</b></p> <p><b>1. 4112.5/4212.5 Criminal History Inquiries, Employment Reference Checks and Disclosure of Employee Information to Prospective Employers</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said these revisions are driven by changes needed to meet FBI requirements for fingerprinting and the use of the electronic machine.</li> <li>• Mr. Littlefield asked if this policy was reviewed last year and Mr. Smith said it was, for state requirements, and now for the FBI too.</li> <li>• Ms. Baldelli said the changes are required if the Board is to continue fingerprinting, which is</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policies/Bylaws for Review:</b></p> <p><b>1. 4112.5/4212.5 Criminal History Inquiries, Employment Reference Checks and Disclosure of Employee Information to Prospective Employers</b></p>

	<p>done as a courtesy to staff and volunteers so that they do not have to go elsewhere.</p> <ul style="list-style-type: none"> <li>• Mrs. McInerney asked for confirmation that the Board will pay a fee for the fingerprinting machine and Mr. Smith said yes. The new machine to move to electronic fingerprinting was budgeted at \$12,000. The BOE pays a per person fee for volunteers; employees pay for their own.</li> <li>• Mrs. McInerney asked how many volunteers are processed per year and Ms. Baldelli said about 250 per year currently. Volunteers who have been fingerprinted do not have to be fingerprinted again as long as they participate in at least one event per year.</li> </ul> <p>Mr. Dahl moved to bring Policy 4112.5/4212.5 Criminal History Inquiries, Employment Reference Checks and Disclosure of Employee Information to Prospective Employers to the full Board for first review.</p> <p>Motion seconded by Mr. Littlefield.</p> <p><b>2. 9115 Annual Organizational Meeting of the Board</b></p> <ul style="list-style-type: none"> <li>• Mrs. McInerney said this change will match the annual meeting day to the regular meeting for December for consistency.</li> </ul> <p>Mr. Dahl moved to bring Policy 9115 Annual Organizational Meeting of the Board to the full Board for first review.</p> <p>Motion seconded by Mr. Littlefield.</p>	<p><b>Motion made and passed unanimously to bring Policy 4112.5/4212.5 Criminal History Inquiries, Employment Reference Checks and Disclosure of Employee Information to Prospective Employers to the full Board for first review.</b></p> <p><b>2. 9115 Annual Organizational Meeting of the Board</b></p> <p><b>Motion made and passed unanimously to bring Policy 9115 Annual Organizational Meeting of the Board to the full Board for first review.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>Regulation Revision</b></p> <p><b>1. 4112.5/4212.5 Security Check/Fingerprinting</b></p>	<p><b>Items of Information</b></p> <p><b>A. Regulation Revision</b></p> <p><b>1. 4112.5/4212.5 Security Check/Fingerprinting</b></p>

	<ul style="list-style-type: none"> <li>• Mr. Smith said this ties in with the changes to the fingerprinting policy. Appendix A is new and uses required FBI language.</li> <li>• Mrs. Faulenbach confirmed that this is an item of information only and Mr. Smith said Mrs. Faulenbach was correct, as it is the regulation.</li> </ul> <p><b>B. AFIS Agreement</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said that the state police require he sign this agreement on behalf of New Milford Public Schools in order to live scan fingerprinting. He has included an opinion letter from Zachary Schurin, the Board counsel now overseeing policy, for information.</li> <li>• Mrs. Faulenbach asked why a legal opinion was needed. Mr. Smith said there was a great many confusing emails back and forth with the state police over this topic and they were requesting very specific language in the end. Mr. Smith felt it was important to do due diligence legally before signing.</li> <li>• Mrs. Faulenbach asked about the length of the agreement and Ms. Baldelli said for as long as we use the service.</li> </ul>	<p><b>B. AFIS Agreement</b></p>
<p><b>5.</b></p>	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said he is bringing these policies forward for conversation because Board members have had questions about them recently.</li> </ul> <p><b>A. Policies for Discussion:</b></p> <p><b>1. 1212 School Volunteers</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said a very few volunteers have complained about the need to be fingerprinted and the availability.</li> <li>• Mrs. Faulenbach asked if Mr. Smith was proposing any changes to the policy and he said no.</li> </ul>	<p><b>Discussion</b></p> <p><b>A. Policies for Discussion:</b></p> <p><b>1. 1212 School Volunteers</b></p>

	<ul style="list-style-type: none"><li>• Mrs. McInerney said the PTO also has a policy on volunteers that is slightly different from the school's policy in that fingerprinting is not necessary for evening events at the schools when parents are present. She believes this may create some of the confusion and wonders if the Board's policy is perhaps too strict.</li><li>• Mr. Dahl asked who is liable at the evening events and said if it is the school, then day and evening fingerprinting requirements should be tied together. Mr. Smith explained that the district is liable for school sponsored activities while the PTO is liable for their sponsored activities.</li><li>• Mrs. Faulenbach asked how much confusion there was and Mr. Smith said just a few volunteers.</li><li>• Mrs. Faulenbach said she wants volunteers to feel welcome but at the same time it is the Board's responsibility to protect students for all hours, not just school hours. She said parent volunteerism is very helpful to the schools and she was sure the Board could help get the word out about fingerprinting. She said it was important to get staff on board with the time constraints for set up as well.</li><li>• Mrs. McInerney said Human Resources is very flexible, offering day and evening appointments.</li><li>• Ms. Baldelli said she was not aware of any parent who had been turned away from participation; they always try to accommodate them for an appointment even if it is last minute.</li><li>• Mr. Smith said it was good to have discussion as it validates practice.</li><li>• Mrs. Faulenbach inquired about the upcoming Read Across America event, which is PTO sponsored during the school day. She asked if volunteer readers are fingerprinted? Mr. Smith said they are not required to be fingerprinted as they are considered visitors, sign in as such, and are escorted while in the building. They are</li></ul>	
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	<p>not working with students by themselves; the teacher is in the room.</p> <p><b>2. 6146 Graduation Requirements</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said the topic of credits came up during budget discussions. He brings it for discussion this evening to start a broad conversation about credits and goals and to see what the Board would like to review in this area. This is the first graduating class to require 26 credits.</li><li>• Mrs. Faulenbach said this discussion goes back to 2012 and involved the Committee on Learning as well. It was prompted by the state requiring an increase in graduation credits. In lieu of a mandatory capstone project, the Board agreed to increase the graduation requirement to 26 credits.</li><li>• Mr. Smith said the district was trying to be proactive at the time. He said the state mandate is still there but has been pushed out now to a 25-credit requirement for 2025.</li><li>• Mrs. Faulenbach said this topic should include review by the Committee on Learning, examination of financial implications and Board philosophy.</li><li>• Mr. Dahl asked what the state mandate is for specific credits. Mr. Smith said he believed it is 4 credits of English, 3 credits of Math, 2 credits of social science and science, including personal finance, 1 credit of physical education and a ½ credit of health. He would confirm this information and provide the state statute to the Board as the conversation progresses.</li><li>• Mrs. Faulenbach said she would like to see the exact state requirements spelled out and Mr. Littlefield said he would like to see a copy of the state bill.</li><li>• Mr. Smith agreed that any changes should occur after lengthy discussion at the various committees and Board level.</li><li>• Mr. Dahl asked if students find it difficult to</li></ul>	<p><b>2. 6146 Graduation Requirements</b></p>
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<p>handle 6.5 credits per year. Mr. Smith distributed two handouts on the topic. He said data shows the graduation rate increasing since credits have increased. He said the larger problem occurs when students fail required courses and then must remediate with summer school or double up during the school year.</p> <ul style="list-style-type: none"><li>• Mr. Dahl said he has seen students give up under the load.</li><li>• Mrs. McNerney said this should be part of a long discussion at future meetings.</li></ul> <p><b>3. 9130 Board Committees</b></p> <p><b>4. 9323 Construction of the Agenda</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said these policies had been discussed in November.</li><li>• Mr. Smith said at the time there was discussion about committee structures and participation, as well as quorum make up, so he pulled similar policies from other districts for the Board to review for discussion in deciding if they are satisfied with the present structure or wish to discuss changes. Mr. Smith said CABE has a different view on quorum issues and says that the posting on agendas and minutes satisfies FOI requirements.</li><li>• Mrs. Faulenbach said she had reviewed the materials and about half list quorum. The ones that didn't were older. She said she would want an opinion from the Board's legal counsel as to what is best as has been done in the past.</li><li>• Mr. Smith said if the Board is happy with how things are working, we can close the book and move on. If not, what would the Board like to see changed?</li><li>• Mrs. McNerney said in reviewing the materials, she was hard-pressed to find any schools that restrict board members that are not assigned to a committee from being able to participate in discussions. She said she would like to explore this further.</li><li>• Mrs. Faulenbach said she thought perhaps it</li></ul>	<p><b>3. 9130 Board Committees</b></p> <p><b>4. 9323 Construction of the Agenda</b></p>
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	<p>should go on the Board agenda for discussion since changing the structure of sub-committees is a heavy topic. She said we should make sure process is followed so that there are no issues down the road.</p> <ul style="list-style-type: none"> <li>• Mrs. McInerney said the topic would be added to the next Policy agenda for continued discussion.</li> </ul>	
<b>6.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<b>Public Comment</b>
<b>7.</b>	<p><b>Adjourn</b></p> <p>Mrs. Faulenbach moved to adjourn the meeting at 7:31 p.m. seconded by Mr. Littlefield and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:31 p.m.</b></p>

Respectfully submitted:



Tammy McInerney, Acting Chairperson  
 Policy Sub-Committee