**POLICY GOVERNANCE COMMITTEE**

**MINUTES**

**Date: January 11, 2017**

**Place: Board Room, Havemeyer**

**Present:**

**Members: Ms. Barbara O’Neill, Chairman**

**Ms. Debbie Appelbaum (absent)**

**Dr. Gaetane Francis**

**Other: Dr. Salvatore Corda**

**The meeting convened at 1:30 pm.**

1. **Approval of the Agenda:**

**MOTION: Dr. Francis moved to approve the amended agenda**

**The motion was seconded by Ms. O’Neill.**

**VOTE: 2 for, none opposed MOTION PASSED**

**2. Action Items:**

1. **Approval of Minutes:**

**MOTION: Dr. Francis moved to approve the**

**minutes from the 12/21/16 PGC**

**meeting. The motion was seconded**

**by Ms. O’Neill.**

**VOTE: 2 for, none opposed MOTION PASSED**

**B. E005 Student Records/Data Privacy**

Most recent version reviewed and discussed. In the last paragraph, the first “implement” was changed to “develop and maintain”.

Policy: The Board recognizes its responsibility for the collection, retention, disclosure and protection of all student records including health records, student work and surveys. The Board also recognizes the legal requirements to maintain the confidentiality of student records and work and prohibits the unauthorized access, reproduction, and/or disclosure of personally identifiable student information. The Board of Education also recognizes the staff’s need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development and operations. To this end, the Board supports the use of appropriate surveys in accordance with the guidelines contained within this policy. The Board shall ensure that all third parties that have access to student records and work that has personally identifiable information are in compliance with the Family Educational Rights Privacy Act (FERPA), PA 16-189 and all other Federal and State Statutes. All student personally identifiable health information, educational records and student work, maintained by the District, District Staff or contractor/ third party are subject to and protected by the Family Educational Rights and Privacy Act (FERPA) and PA 16-189 and all other applicable Federal and State Statutes. The Board directs the Superintendent to develop and maintain procedures to implement the policy regarding the collection, maintenance, and dissemination of student education records that complies with State and Federal statutes. The Board directs the Superintendent to ensure that all third parties that have access to student records and work that has personally identifiable information are in compliance with the provisions of all federal and state statutes governing student privacy.

**MOTION: Mrs. O’Neill moved to accept the policy as modified to be presented for a second reading to the Board. The motion was seconded by Dr. Francis.**

**VOTE: 2 for, none opposed MOTION PASSED**

**C. E050 Human Resource Management**

**MOTION: Dr. Francis moved to approve the policy as modified in the prior PGC meeting. Mrs. O’neill seconded the motion.**

**VOTE: 2 for, none opposed MOTION PASSED**

**3. Discussion items:**

1. **Grants.** Discussion of most recent editing of procedure. A few final changes were reviewed to reflect Board and Administrative understanding. This new version will be posted and sent to the full Board.
2. **Certified instruction and non-instructional name change.** Per previous discussion with Mr. Robert Stacy, a review of nomenclature used in policies and procedures will be reviewed to insure appropriate terms are being used consistently.
3. **Psychotropic Drug Use.** The CABE policies and how the new Greenwich policy would be communicated to staff were discussed. The specific language of the policy as modified by Mrs. O’Neill was reviewed. The text below was adopted as a working version to be reviewed at the next meeting before presentation to the Board.

#### **Psychotropic Drug Use**

As directed by state statute, the Board of Education prohibits all school personnel from

recommending the use of psychotropic drugs for any student enrolled within the school system.

However, members of the school medical staff, including school nurses, may recommend that a

student be evaluated by an appropriate medical practitioner. Additionally, with written consent

from the student’s parent/guardian, school personnel may consult with the medical practitioner

regarding the use of such psychotropic drugs.

The Board recognizes that the refusal of a parent or other person having control of a child to

administer or consent to the administration of any psychotropic drug to the child shall not, in and

of itself, constitute grounds for the Department of Children and Families (DCF) to take such

child into custody or for any court of competent jurisdiction to order that such child be taken into

custody by the department, unless such refusal causes such child to be neglected or abused, as

defined in Connecticut General Statutes, 46b-120.

The Superintendent shall establish procedures to ensure that the Board’s policy is communicated to all school personnel.

1. **Fingerprinting.** Mrs. O’Neill suggested we table the discussion on fingerprinting until additional information could be sought concerning its inclusion in the security checks policy.
2. **Physical Restraint.** The modified CABE policy was presented and discussed and will be reviewed at the next PGC meeting prior to presentation to the Board.

**Use of Physical Force**

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. In compliance with law, Board of Education employees will avoid the use of physical restraint or seclusion of students. However, the Board recognizes physical restraint or seclusion of a student by trained school employees may be necessary in an emergency situation to maintain the safety of the student, where harm to the student or others is immediate or imminent. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board directs the superintendent to set forth the procedures for compliance with the relevant Connecticut General Statutes and Regulations concerning the physical restraint and seclusion of students.

**F. Drug Testing Bus Drivers.** The policy from CABE was reviewed and the language below discussed. This policy will be reviewed at the next PGC meeting prior to presentation to the Board.

**Drug and Alcohol Testing For School Bus Drivers**

In a continuing effort to prevent accidents and injuries resulting from the use of drugs and misuse of alcohol by drivers of commercial motor vehicles, the District is committed to entering into contracts for transportation that shall contain assurance that the contractor has an established drug and alcohol-testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers and all federal regulations, state statutes and this policy. This policy applies to all drivers and applicants for driver positions for the District who must have a Commercial Driver’s License (CDL) to operate school vehicles.

**4. UPDATE**

1. Graduation Requirements. PGC is waiting for more information from the Administration to proceed.
2. Work Plan. Future meetings discussed including a possible review with the administration to be sure procedures are up to date and complete once bulk of new policies have been reviewed.
3. Protocol for procedures. All procedures associated with new or updated policies will be sent to the Board in the Superintendent’s weekly update. Any procedures created or updated separate from policy work will also be sent the Board.
4. Hiring Procedures
5. Opt out forms. Brief discussion about how opt out forms such as those related to directory information, HIV education and surveys are and will be made available to parents.

5. **Adjournment**

**MOTION: Dr. Francis moved to adjourn the meeting. The motion was seconded**

**by Mrs. O’Neill.**

**VOTE: 2 for, none opposed MOTION PASSED**

The meeting adjourned at 2:45 pm.

Respectfully submitted,

Gaetane Francis, MD

Approved 1/25/17

2-0