

Personnel/Policy/Transportation Sub-Committee Meeting Minutes - March 5, 2018

In attendance: Mrs. Browe, Mrs. Hadlock, Mr. Ziman, Mr. Young, Mrs. Bunnell, Ms. Riccio, Superintendent Scarpetti, Ms. Sierakowski, Mrs. Slowik, Ms. Nicoletti

1. *Called to Order at 7:00pm*

2. *Public Participation -- none*

3. *Discussion -- Implementation of Food Policy 5142.101*

\*Food service is all CT standard; specific pre-packaged foods will be available

\*If necessary, can the cafeteria obtain foods that would be safe for food allergy kids and have them on hand? How will we know the ingredient list and have access to it?

\*What concerns does Director of Food Services have?

Is there room in the facility? Yes

Are products safe? We have the list

Time needed – extra time needed? -- appears to be a non-issue

Director it will be okay with pre-packaged foods

\*If there are overhead costs, it will be figured into the overall price

**ACTION**

Allergy parents need to be brought in on this discussion – Vince will reach out

Advise PTO after that

Ask Thurston to sort the list and eliminate the major allergy items – Gloria

**FOR FURTHER DISCUSSION**

Do we really need food at all these additional celebrations?

We need to ID events that will be subject to these guidelines

How do we get to the point where we have “no food” celebrations?

Can Thurston sort the list and eliminate the major allergy items – Gloria

(Gloria excused herself for rest of meeting)

4. *Discussion --Process of policy review*

\*What is the expectation?

\*CABE policies already have lawyer review

\*CABE policies are lengthier

\*Some districts just adopt CABE – we want to go on a case-by-case basis

**ACTION**

Need to determine where to start (with Orange policy or CABE policy)– Leadership team will decide before the reading begins

Check in with Vince with any questions

CABE audit will be helpful – Vince will share this document with committee members

Marie can make hard copies if needed

5. *Discussion – Policy 3542.22 Food Services Personnel Code of Conduct*

\* Add procurement; CABE policy works

**ACTION**

Vince will send to Marie for first read

6. *Discussion – Policy 3542.41 Professional Standards of Food Service Personnel*

\*Omit breakfast and brackets; CAFE policy works

**ACTION**

Vince will send to Marie for first read

7. *Discussion – Policy 6171.2 Preschool Special Education*

\*Change to --Transportation for eligible students who have been identified and are enrolled

\*Tuition for non-special education students will be determined by the Superintendent and Special Education Director

\*Identified students will attend at no charge

\*Students will begin on third birthday

**ACTION**

Vince will send to Marie for first read

8. *Discussion – Policy 5113 Attendance/Excuse Dismissal*

\*Omit Excuse in title – just call it Attendance

\*Move paragraph 3 to the top of the policy

\*Paragraph #2 – change “cause” to “assure that” and take out ages; omit mandatory attendance at end of paragraph 2

\*Omit reference to age in “Excused Absences”

**ACTION**

Is paragraph regarding alliance district necessary in Chronic Absenteeism – Vince will investigate

Completion of missed schoolwork -- Vince will speak with principals

9. *Discussion – 6173 Homebound/Hospitalization Instruction*

\*See CAFE policy; PPT would be involved to determine need

\*Add physician form needed from Orange document to CAFE policy

**ACTION**

Find out about time out of school for disciplinary reasons that would provide eligibility for home bound services – Rosie will do

10. Meeting adjourned at 8:50. Next meeting on 3/26/18

Respectfully submitted,  
Betty Hadlock