

Regional School District 13  
Board of Education  
**Policy Committee**  
Minutes of the meeting of Monday, April 29, 2013  
Board Room, Regional School District 13 Central Office

Committee members present: Mrs. Adams, Mrs. Fronc, Mr. Hicks

Administrators present: Mr. Melnik, Mrs. Viccaro

Also present: Mrs. Boyle, Mrs. Flanagan

Mr. Hicks called the meeting to order at 4:30 p.m. after it was determined that a quorum was present.

On a motion by Mr. Hicks and seconded by Mrs. Adams, the agenda was unanimously approved.

On a motion by Mrs. Adams and seconded by Mr. Hicks, the minutes of March 25, 2013 were unanimously approved.

**1. Public Comment**

Jennifer Zettergren – Mrs. Zettergren stated that travel sport leagues are having a difficult time obtaining gym space in district schools. Currently, some groups are paying for space at Lake Grove but would like to move to Strong School. Other options are not available. Working out space with Durham Park and Recreation Department, Mrs. Zettergren is seeking a balance for gym usage.

**2. Budget Procedures and Line Item Transfers 3160**

Mr. Melnik pointed out page 3 of the policy 3160 document to the committee. He suggested striking the entire policy as it is covered in several other business policies. The committee recommends that this be brought forward to the entire Board after checking with the Board attorney. Mrs. Viccaro will follow up.

**3. Discussion of Intellectual Property Policy**

Mr. Hicks discussed an issue that ACES is currently experiencing with regard of the ownership of intellectual property and what might happen when an employee leaves the district. After a brief discussion, the committee agreed that this is an area that does not need a policy.

**4. Tape Recording Meetings Policy**

The question is not necessarily how meeting are taped but how long they are to be archived. The committee asked if there is a statute as to archiving recordings, if so, how long recordings must be kept, in what form should they be kept, where they are to be kept and are these recordings subject to Freedom of Information regulations. Follow up will be conducted with Mr. Hicks with Connecticut FOI,

Mrs. Viccaro with the Board attorney and Mrs. Fronc with her district.

**5. Residual Class Money Policy**

Mr. Melnik distributed a possible residual class money policy. The committee reviewed what was discussed at the last meeting regarding the retention of funds. Mrs. Adams suggested and the committee agreed that the policy should state that the class advisor should ensure that the classes disburse their funds before graduation. Residual money shall be placed into an account to help less fortunate students in future years to defray expenses. Mr. Melnik and Mr. Hicks will compose suggested language to express the wishes of the committee as well as a mechanism to create a support account.

**6. Discussion of Use of Breathalyzers Policy**

Mrs. Viccaro mentioned at the request of the high school administration that this policy be considered. She stated that many high schools use breathalyzers at school social functions as it is considered a deterrent to the use of alcohol. Mrs. Viccaro will gather policies from other school systems. Mr. Hicks suggested that the committee should proceed slowly and carefully. Mrs. Fronc mentioned that the District should be sensitive regarding students from other schools who attend our events that might have to use this device. The policy should include language that indicated the administration might also check for other controlled substances using other means. The committee should obtain a sample policy from our attorney as well as a legal opinion on the subject. Mrs. Viccaro will follow up.

**7. Finalize Use of District Facility (Concession Stand)**

Mr. Hicks mentioned that the paperwork for this policy has been misplaced. Mrs. Adams and Mr. Hicks will make an attempt at recreating the wording of this policy based on prior conversation.

**8. Care and Use of Technology Equipment** – Mr. Hicks will obtain the policy from TEMS as well as ACES for consideration.

**9. Hiring of all Personnel (4112, 4112.1)**

**10. Gifts to District (1313, 3280)**

**Follow-Up:**

Next Policy Committee agenda: Items 2, 4, 5, 6, and 8

Forward to Board of Education: None.

Item 2: Mrs. Viccaro

Item 4: Mrs. Fronc, Mr. Hicks, Mrs. Viccaro

Item 5: Mr. Hicks, Mr. Melnik

Item 6: Mrs. Viccaro

Item 7: Mrs. Adams, Mr. Hicks

Item 8: Mr. Hicks

Other items to consider for the next agenda:

- Policy regarding the hiring of all personnel by the Board of Education
- Policy regarding gifts to the district

The next meeting of the Policy Committee will be Monday, May 20, 2013 at 4:30 to 6:00 p.m. in the Board Room at the Central Office.

On a motion by Mrs. Adams and seconded by Mrs. Fronc, the Policy Committee unanimously approved to adjourn at 5:55 p.m.

Respectfully submitted,

*Norm Hicks*

Norm Hicks, Chair