

Regional School District 13  
Board of Education  
**Policy Committee**  
Minutes of the Special Meeting of Monday, May 20, 2013  
Board Room, Regional School District 13 Central Office

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

Administrator present: Mrs. Viccaro

Mr. Hicks called the meeting to order at 4:40 p.m. after it was determined that a quorum was present.

1. Public Comment – Jen Zettergren of the Durham Basketball Association spoke regarding children in this group being equal partners with Durham Park and Recreation activities.
2. On a motion by Mrs. Fronc and seconded by Mrs. Adams, the agenda was unanimously approved.
3. On a motion by Mrs. Adams and seconded by Mrs. Fronc, the minutes of April 29, 2013 were unanimously approved.
4. **Budget Procedures and Line Item Transfers 3160** – Board attorneys have suggested that this policy can be eliminated as it is covered in several other policies in the manual. The Policy Committee unanimously recommended this change be brought to the full Board of Education for action.
5. **Tape Recording Meetings Policy** – Mrs. Viccaro reported that retention of audio or video recordings of meetings is six months after the minutes are approved. Minutes are kept in perpetuity. This is for information only and no action was suggested.
6. **Residual Class Money Policy** – Discussion of this policy will appear on the next Policy Committee agenda.
7. **Discussion of Use of Breathalyzers Policy** – Mrs. Viccaro distributed the current policy that is in place in the Stratford school district. Mrs. Adams and Mr. Hicks mentioned that we might need a chemical health policy for Regional School District 13 Students as described in Stratford's policy. Mr. Hicks pointed out there are a significant number of statutory citations regarding this policy. Mrs. Viccaro followed up with our attorney and found the Stratford policy to be more comprehensive than the sample from our attorney. Mr. Hicks stated that there would be some significant conversation among Board members before any action taken. Mrs. Viccaro recommended that parents and students be surveyed to get

---

their opinion. The committee determined that we should seek this information before making a recommendation to the full Board of Education.

8. **Review of Athletic Field Policy** – With the consent of the Policy Committee, Mr. Hicks invited Mrs. Zettergren to join the conversation during this portion of the agenda. Mrs. Fronc suggested that our buildings and athletic fields are for the use of our students and that students should have first priority. Mrs. Adams mentioned that she met with Sue Gaudreau who helped craft this policy. She said that there must be a way to iron out this problem perhaps using Lyman although there may be difficulties using this facility because of its side and the proximity of the kitchen and the hoops are not high enough. Mrs. Fronc said that she believes that the Durham Basketball Association (DBA) get first priority over other groups. Mr. Hicks asked Mrs. Zettergren for clarification regarding the use of Strong and CRHS. She stated that her group is willing to share and be fair. In addition, there is a difference between DBA and Durham Park and Recreation. Mr. Hicks also asked if it is the same group using the facilities each night of the week. Mrs. Zettergren also outlined the mechanics of DBA. It was agreed by the committee that the policy should reflect fairness to all groups using school facilities. Mrs. Viccaro stated that there are significant increases in park and recreation usage in the past few years. Mrs. Adams wants to see the actual schedule and determine current usage. Mrs. Viccaro pointed out that we are short of gym space that is compounded by the fact that a second gymnasium was turned down during the last building renovation. DBA was determined to be in the fourth category following government activities in our current policy. Mrs. Adams mentioned that we could change the wording of eligibility to include approved youth organizations exclusively comprised of District 13 students. Mr. Hicks will craft language for presentation at the next meeting. The committee has recommended no action as this merits significant further discussion.

9. **Care and Use of Technology Equipment** - Mr. Hicks distributed documents from ACES and will conduct further research with this agency.

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

**Follow-Up:**

Next Policy Committee agenda: Items 6, 7, 8 and 9

Forward to Board of Education: Items 4

Other items to consider for the next agenda:

- Policy regarding student care and use of technology equipment – Mr. Hicks will investigate current policy from ACES
- 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, June 10, 2013 from 4:30 to 6:00 p.m. in the Board Room at the Central Office.

Respectfully submitted,

*Norm Hicks*

Norm Hicks, Chair