



Torrington Board of Education

JOSEPH L. CAMPOLIETA
DIRECTOR OF HUMAN RESOURCES

CHERYL F. KLOCZKO
SUPERINTENDENT

Policy Committee Meeting Wednesday, February 4, 2015 355 Migeon Avenue

MINUTES

Members Present: Ms. Hoehne, Committee Chair; Mr. Kissko; Mr. Lamoin
Also Present: Mr. Traub, Board Chair; Ms. Cappabianca (6:15); Mr. Knight;
Ms. Richardson; Mr. Thibault; Ms. Kloczko; Mr. Campolieta; Mr. Bascetta;
Mr. Potter; Ms. Lubomski; Linda Johnson, RN, THS Nurse Supervisor; Mr.
Kavanaugh, Board of Education Clerk

1. Ms. Hoehne called the meeting to order at 6:03 p.m.
2. Roll call was taken.
3. Approval of Minutes: Motion to approve minutes of the 12/03/14 meeting was made by Ms. Hoehne, seconded by Mr. Kissko. Motion carried, all in favor.
4. Field Trips Policy, a.) Administration of Glucagon: Ms. Hoehne reported on meeting with district nurses and pointed out that the main issue at hand is who should be allowed to administer glucagon to a diabetic student. Members discussed the issue with Ms. Johnson. It was understood that glucagon is not ready-made but must be mixed before it is administered. State regulations regarding the responsibility of the district when a diabetic student participates in a field trip was discussed, and Ms. Johnson began discussion regarding the definition of a field trip as opposed to any other event in which students participate.

Certification requirements and process of obtaining certification were discussed as was the possibility of paraprofessionals, athletic leaders, and other staff outside of nurses becoming certified. Whether LPNs as well as RNs qualify was also discussed. Sample policy from Shipman & Goodwin was reviewed. Field trip procedure was reviewed, and ways to communicate to parents in order to secure greater field trip participation of parents with children with medical needs was discussed, including rewriting of the permission forms used for field trips. Discussion of liability under various scenarios took place.

Ms. Johnson agreed to provide a count of nurses that would be needed if a nurse were to be assigned in all cases and to provide a count of nurses currently in the district in order to determine if there would be enough nurses available in such a scenario.

Ms. Hoehne declared that the current practice will remain in place and requested that the possibility of using sub-nurses be looked into. There was continued discussion on several of the above topics, including a request from Ms. Johnson for the Board to define "field trip." Ms. Cappabianca said that a permission slip being issued is what makes the school responsible for the providing students with

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.

such medical needs with a legal chaperone.

Mr. Campolieta agreed to contact Shipman & Goodwin to inquire about the following:

- 1.) If a parent agrees to attend the field trip, does that relieve the school of responsibility?
- 2.) What is the school's and the school nurses' responsibilities when abroad on an international field trip, with a particular view toward the planned field trip to France and Italy this summer?

It was agreed that nothing would change for the time being.

5. Emergency Lunch Policy – Discussion: Mr. Potter presented the problem regarding the growing debt from students who are not registered with the Free and Reduced Lunch program charging free lunches. Mr. Potter pointed out that representatives of Education Connection were invited to this meeting but had not arrived. Education Connection's role as a vendor, possible reasons that free lunches are being charged, how to get qualified parents to sign-up for Free and Reduced Lunch, responses that may or may not embarrass students in front of their peers, and other topics also discussed at the meeting of January 7, 2015 were discussed. Mr. Potter pointed out that he learned from speaking with Education Connection that money owed comes mostly from unpaid full-pay accounts and not from the students participating in the Free and Reduced Lunch program.

Ms. Kloczko shared that she had learned from Education Connection of a program that will pay for all students' lunches based on the overall economic situation of the City of Torrington. There was a brief discussion, and Ms. Kloczko said she was waiting for answers to her questions regarding the pros and cons of accepting such an offer.

Mr. Potter made a statement regarding his desire to work with Education Connection to get to the root of the problem and come to a solution.

No decisions or policy changes were made.

6. By Laws: The following changes to the By Laws were agreed to:
 - a. Expulsion will be moved from "Other Committees" to "Standing Committees" on page 5
 - b. "or Expulsion Committee" will be added before the word "concurrently" in "Standing Committee Membership" item 6. on page 6
 - c. For each committee listed under "Standing Committees – Duties and Responsibilities" beginning on page 5, i.e., Budget, Personnel, Policy, School Improvement & Community Relations, the following will replace item 1. "Will consist of a committee chair, two (2) other board members, and one alternate, said alternate to vote only in the absence of one of the regular committee members;"
 - d. In the "Standing Committees – Duties and Responsibilities" section the duties of the "Expulsion Committee" will be added after those of the "Grievance Hearing Committee" and the duties shall be listed as follows:
 1. Will consist of the committee chair, two (2) other Board members, and one alternate, said alternate to vote only in the absence of one of the regular committee members;
 2. Will provide an impartial hearing;
 3. All Board members who are not appointed to the Expulsion Committee by the Board chair may participate in any Expulsion Committee meeting and have full voting privileges;
 4. Any three Board members present shall constitute a quorum.

7. Comments for the Good of the Order: None.
8. Topics for Future Meetings: Nurses and Field Trips, Emergency Lunch, By Laws, Liaison Assignments and Liaison Duties, Turf Policy, Graduation Requirements, Tutoring.
9. Motion to adjourn was made by Mr. Kissko and seconded by Mr. Lamoin. Motion carried, all in favor.
10. Meeting adjourned 9:05 p.m.