

**Minutes**  
**Watertown Board of Education**  
**Policy & Labor Subcommittee Meeting**  
**Monday, October 26, 2015 – 6:00 p.m.**  
**Watertown High School**  
**Lecture Hall**

**Members Present:** Vic Vicenzi, Committee Chair  
Jim Gambardella, Committee Member  
Josephine Cavallo – Rosa, Committee Member  
Tom Lambert – Committee Member

**Absent:** None

**Others Present:** Dr. Bridget Carnemolla, Superintendent of Schools  
Leslie Crotty, Chairman, Board of Education  
Don Orsini, Board of Education  
Rob Makowski, Board of Education  
Cathie Rinaldi, Board of Education  
Janelle Wilk, Board of Education

**1. Convene Meeting**

Mr. Vicenzi, Chairman of the Policy and Labor Committee, convened the meeting at 6:00 p.m.

**2. Review and Discuss Policy Updates**

**Dr. Carnemolla** – As I mentioned during the update that I sent, I asked for an update in part, because all of these policy changes are in line with new statutory requirements. Many of those, while [assessed after July 1<sup>st</sup>], they are retroactive back to July 1<sup>st</sup>, so time is of the essence for us to make sure we are following state laws. To clarify one thing before we begin, I sent two policies for every policy. One is marked up to denote the changes and the other is the policy as it would exist if it is approved tonight.

**Administration of Student Medications – Policy #5010** – This policy is now stating that all nursing offices have epinephrine in them in case of an emergency for students. If a student is at school and has a medical reaction, but doesn't yet have a prescription, this has been employed by the state as a precaution for the student. The nurse may be able to diagnose a reaction based on what they are told or what they see, so a quick dose of epinephrine may save someone's life. The legislation had to be updated to say that it may be administered to a student even if they do

not have a prescription for it. Students that already have a diagnosis needing a prescription for epinephrine are required to still bring this to school. There are several points where it talks about who may administer medications. Coaches, administrators, etc. The policy defines and injection that is allowed as long as they are trained to administer it. Along with that, they are trained to recognize the signs of anaphylactic shock. We have changes for anti-epileptic medications as well. There is a printed list of what has to happen for that to be administered by our trained list as well. We may also now also administer drugs that are FDA approved when a child is part of a study. It was pointed out that people who are trained to give out these medications have volunteered to be trained. It is now a law they must volunteer to be trained. The epi pens are stored in the nurses' office, but at times they are also carried with the students, especially with the high school. At the younger levels, they may be in the teachers locked drawers. There must always be someone in the building that can administer these drugs during school hours.

A parent may also choose to opt out of having epinephrine administered, and must do so in writing, and if they do, nurses must notify the students' teachers and the parents must re-notify annually.

Anyone who administers first aid must annually complete the training program must also be trained in CPR and first aid.

**Administrative Regulations Regarding Immunizations – Policy #5055R** – Immunizations were always allowed to have been claimed as an exemption for certain reasons, for example, religious reasons, but this will change how we are notified for these exemptions. This began in 2012, if you were coming into preschool you had to show proof of at least one flu vaccine. This is saying that you must show proof of a vaccine every year that you must have had a flu vaccine within the previous year. Prior to enrollment. The new law now says you must still turn in a written exemption, but the statement will be acknowledged by one of the following: a judge of the court, a clerk or deputy clerk of court, Town Clerk, a notary public, a Justice of the peace, an attorney admitted to the bar, or the school nurse. This could still possibly change at some point going forward, but at this point, this is what it says. In other words, if I'm a parent that needs every religious exemption, I could just hand it to the school nurse, but they would have to acknowledge it. What that means, is actually what is in question. Our school nurses may have a problem with this as they do not understand what authority they may have to acknowledge it. Nurses may have a conflict of interest in probing about religions, etc... Moving along where it says before being admitted to seventh grade, parents or guardians of any child who is exempt on religious grounds with the immunization requirements, the parent must present a written exemption before entering seventh grade. This will be acknowledged the same as subsection above.

**Policy Regarding Pesticide Applications on School Property – Policy #1200** – This policy remains completely the same for us except at the end, there is a reference to state law. It is not only required by the general statute, but also required by public act 15 – 5. When there are numerous pesticide applications, and numerous ways that they are done, inside or outside, which is also known as an integrated system. Primarily, they have added in with the definition of a lawn is and have defined what type of pesticides are also included. We already provided the

beginning of the year, a notice to staff, students, and parents so that they can be notified when pesticides are going down. If they send back that notice, they will be notified. The new law will now say we must provide them with written guidelines on how the integrated pest management plans are implemented and a statement with a summary of the integrated pest management plan for the school. It now says basically, we have to give them more information upfront, whether they ask for it or not, about what will be put down and when.

**Administrative Regulations Regarding Attendance and Truancy – Policy # 5110** – This is changing the definitions of what chronic absenteeism and truancy are. The main changes here have to do with our monitoring and action steps when it is determined that a student is chronically absent. Some of the definitions have changed a bit. These are definitions that the legislature has given. Chronic is defined as a student who is enrolled in our district and has a total number of absences, at any time during the school year, equal or greater than 10%, of the total number of days that they have been enrolled. We plan to look at it over a period of time. If we find out at the end of the year, that we have a rate of 10% or higher of chronically absent students, we will have to establish an attendance review team within the school district. If any school has a chronic absenteeism rate, a 15% or higher, an attendance review team will have to be established for that particular school. If we have more than one school, with a 15% rate or higher, we must establish a team for the district or at each such school.

**Reports of Child Abuse or Neglect Reporting – Policy #4130** – This has had quite a bit of press associated with it. It reads, “Any school employees who have cause to suspect or believe that 1. Any child under the age of 18 has been abused or neglected, or has had a non-accidental physical injury, or a child that has been put in imminent danger or serious harm, or 2. Any person that is being educated by the technical high school system, or the local or regional Board of Education, other than as part of an adult education program, is a victim of sexual assault in the perpetrator is a school employee, to report such suspicions to the appropriate authorities. This is not a change for us as this is what we would have done if we suspect the student was sexually abused or assaulted in any way by any school employee, we would have called DCF and we would have called the police. It is solidified in this language some of the issues that are now required by state. One of the things that is different here is non-accidental physical injury in determining what that might mean. I still think that if we saw a student with what appeared to be a non-accidental physical injury we would’ve made the call already. This just solidifies now that that has to happen. One of the main things that has changed about this policy is the part on page 2 about what must be reported. We must report any child under the age of 18 and if you look under B, a report must be made when any employee of the Board of Education, in the ordinary course of such persons within his employment or profession, has reasonable cause to suspect and believe that any person, regardless of age, who is being educated by our school system, other than as a part of adult Ed, is a victim of the following sexual assault crimes, and the perpetrator is a school employee: sexual assault in the first degree, aggravated sexual assault, sexual assault in the second degree, sexual assault in the third degree, third degree with a firearm, or sexual assault in the fourth degree. This law is saying you will call DCF. It solidifies it. There is also a change that people have to know and be aware of. The law also now states that you are not judge and jury. If there is even a slight suspicion, you do not need to find out

facts to make the call. You must make the call. You will let DCF do the investigation. It makes it now a felony, for any person who works for us, not to make a report.

**Administrative Regulations Regarding Concussion Training for Athletic Coaches – Policy**

**#4020R** – This we already do, we train our coaches, all of them on concussions. This just solidifies that we will continue to do it, send out information about what it means to get a concussion, and so on.

**Curricular Exemptions – Policy #6015** – Notice there is one change there. It is that the State Department is supposedly going to give us a sexual abuse and sexual awareness and prevention program, and once they do that, student can be exempt from it if their parents request it.

**Employee Use of District Computer – Policy #4030** – This is a non-issue. It changes one line and we already have this in policy. It says we must be in compliance with laws we establish as a district. What was added is to say that we cannot mandate an employee to give us their username and password for any of their personal accounts unless there is an investigation some kind of incident that requires that. An example of that would be if someone reported that they saw pictures of the student drinking on some employees Facebook page, we could then require that employees username and password to show us their account. We must have good cause to do that.

**Employment Checks – Policy #4040** – This tells us two things. 1. We cannot make anyone give us their username and password so we control on their Facebook before we hire them and 2. We can ask agencies outside of the city Connecticut to provide us with information on if they were ever on a registry there. So we do a background check in the state of Connecticut and this is putting it into our policy that if you're coming to us from another state, I will call the other states police departments and that states equivalent of DCF and make sure you're not on any lists in that state.

**Administrative Regulations Regarding Health Assessments/Screenings** – It was never an individual policy, but this now just changes the ages in which we do the screenings. This is for eye exams, hearing, it's just changing when we do them.

**Policy Regarding Section 504 – Policy # 5100** – This allows the district to continue to discipline students who may be categorized as having a disability but who may have engaged in possession of drugs or alcohol on school grounds. This makes it a regular part of policy that students may be disciplined in the same manner as other students who were not classified as having a disability when it comes to drugs and alcohol.

**Prohibition Against Smoking – Policy #1350** – This law has now defined that vapors and e-cigarettes are to be added to the list of prohibited smoking materials on any school ground.

**Student Use of District Computer – Policy #5140** – This gives us the same ability to establish regulations for student use of our district computers and social media related to school district affairs.

### 3. **Adjournment**

Mr. Vicenzi adjourned the meeting at 6:59 p.m.

She then called for a motion to adjourn.

Subject: Motion to Adjourn  
Motion Presented by: Ms. Wilk  
Motion Seconded by: Mr. Lambert will have

Motion Passed

**Respectfully submitted by,  
Mindi Davidson  
Recording Secretary**