

**Minutes of the Policy Committee Special Meeting**  
**Woodstock Board of Education**  
Wednesday, June 24, 2020 at 6:00 p.m.  
Place: Zoom Meeting

**Members Present:** Holly Dearborn, Sonia Greene, Adam Keser

**Administration:** Viktor Toth

- I. **Call Meeting to Order**
  - Adam Keser called the meeting to order at 6:02 p.m.
- II. **Citizens' Comments**
  - None.
- III. **Approve Minutes of June 8, 2020**
  - Motion to approve minutes of the June 8, 2020 Special Meeting: 1<sup>st</sup> - Holly Dearborn, 2<sup>nd</sup> - Sonia Greene. Approved, unanimously.
- IV. **Review Policy "Administration of Medications"**
  - The committee reviewed and edited Shipman & Goodwin's policy regarding Administration of Student Medications in the Schools.
  - The committee noted that substantive revisions cannot be proposed until approved by the district's medical advisor, Kristen Xeller, MD, and the school nurses.
  - The committee discussed several issues which require further clarification, including the optional insertion of the section regarding naloxone and the obligations and liabilities regarding such use, as well as several procedural issues (see associated follow-up steps, below).
- V. **Review Policy "Sunscreen Application in School"**
  - The committee reviewed and edited Shipman & Goodwin's policy regarding Sunscreen Application in School, to be presented to the full BOE for discussion.
  - Viktor will confer with Grace Johnson regarding application of sunscreen to students younger than age 6 and determine whether that falls under the Administration of Medications policy.
- IV. **Citizens Comments**
  - None.
- V. **Adjourn**
  - Motion to adjourn: 1<sup>st</sup> - Holly Dearborn, 2<sup>nd</sup> - Sonia Greene. Approved, unanimously. Adjourned at 7:01 p.m.

**Action Items** (to be completed before next meeting on 7/9):

Item/Policy	Responsible Party	Task
Administration of Medications	Viktor Toth	Consult with Shipman & Goodwin re: <ul style="list-style-type: none"><li>• Why is language regarding administration different for paraprofessionals than all others? (Section B, 3, g, ii, p. 9)</li><li>• Clarify language regarding documentation and record keeping. (Section F, 2, p. 16)</li></ul>

		<ul style="list-style-type: none"> <li>Find out more about obligations and liabilities regarding using naloxone in district.</li> </ul>
Administration of Medications	Viktor Toth	Share policy with Dr. Xeller and school nurses for review and approval. Does the policy, as proposed, align with what they currently do?
Sunscreen Application in School	Viktor Toth	Ask Mrs. Johnson about application of sunscreen for students under age 6 years. Does she apply it to those students, and does it fall under Administration of Medications policy?
Agenda Items for next meeting, scheduled for 7/9/20 at 6:00 p.m.	Viktor Toth	<ul style="list-style-type: none"> <li>Review Administration of Medications and Sunscreen Application policies</li> <li>Designate committee officers</li> <li>Set dates for future meetings</li> </ul>

**Submitted by:**  
Sonia Greene