

**GUILFORD BOARD OF EDUCATION
POLICY SUBCOMMITTEE
Tuesday December 18, 2006
Guilford High School, Guilford, Connecticut**

Board Members Present: Naomi Migliacci, Bill Bloss & Barbara Dudley
Administrators Present: Dr. Anne Keene, Assistant Superintendent

1. Call to Order

Bill Bloss called the meeting to order at 7:00 p.m.

2. Agenda

The Committee continued their review of the policy manual with the process of reviewing each policy to determine whether further review is needed with possible substantive changes and board approval. If so, they will be flagged for future discussion as noted below. Updates or corrections such as typos that do not constitute a change in policy will be completed by the administrative staff and distributed to holders of the policy manuals. In addition, each policy will eventually say "Reviewed" with date to establish work completed by committee as discussed above.

In this meeting, the Committee continued the review of the 4000 section (Personnel). With respect to said policies, the Committee determined the following:

1. **4116 Appointment and Conditions of Employment** – It was recommended that the revised policy as presented to the Board of Education in November be amended under guideline #2 to read: "Persons related by blood or marriage to a member of the administrative staff shall not be appointed to a position in a line relationship involving supervision and evaluation of the position and shall be hired only upon notice to the Board of the relationship." The revised policy will be presented to the Board January 2007
2. **4118 Health Examinations** -- Committee reviewed October revisions and added the following paragraph after paragraph one: "All employees upon initial employment shall present evidence of having submitted to examination to determine that they are free of active tuberculosis prior to commencing service and more often if directed by the Board of Education upon recommendation of the local health officer." The policy will be presented to the Board January 2007.
3. **4118 (a) Evidence of Physical Examination** – Committee reviewed regulation and recommended form as amended in October. The regulation will be presented to the Board at the next meeting.

4. **4118/4218 (a –c)** – Committee reviewed regulations dated July 1, 1998, and recommended removal of each. Regulations will be presented to the Board for removal at next meeting.
5. **4119 Occupational Exposure to Bloodborne Pathogens** – Committee reviewed and deemed acceptable as written.
6. **4122 Smoke-Free Environment** – Committee reviewed and recommended deletion of paragraph 2 (smoking cessation program).
7. **4124 Drug Free Workplace, Drug Free Schools and Communities** – Committee recommended policy and related regulations be scheduled for a more extensive review. Bill Bloss will review policy and regulations and make recommendations to the subcommittee.
8. **4126 – Provisions of Negotiated Agreement-Teachers** - Committee reviewed policy and regulations and recommended removal since all items are in contract. Policy and regulations will be presented to the Board for removal at the next meeting.
9. **4128 Provisions of Negotiated Agreement-Administrators --** Committee reviewed policy and recommended removal since all items are in contract. Policy will be presented to the Board for removal at the next meeting.
10. **4130 Negotiations/Consultation** –Committee reviewed and recommended removal. Information in the policy is spelled out in statute. Policy will be presented to the Board for removal at the next meeting.
11. **4132 Personnel Records** – Committee reviewed policy and recommended revisions. The policy will be presented to the Board at the next meeting.
12. **4134 Assignment/Transfer** – Committee reviewed and recommended removal since information is covered in contract. Policy will be presented to the Board for removal at next meeting.
13. **4136 Evaluation/Supervision** – Committee reviewed and recommended removal since information is covered in contract. Policy will be presented to the Board for removal at next meeting.
14. **4137 Evaluation/Termination of Athletic Coaches** - Committee reviewed and deemed acceptable as written.
15. **4138 Probation/Tenure** – Committee reviewed and recommended removal since information is covered in contract. Policy will be presented to the Board for removal at next meeting.
16. **4140/4240 Staff Recognition** – Committee reviewed and recommended removal. Policy will be presented to the Board for removal at next meeting.
17. **4142 Job Descriptions** - Committee reviewed and deemed acceptable as written.
18. **4143 Prohibition on Recommendations for Psychotropic Drugs** - Committee reviewed and deemed acceptable as written.
19. **4144 Academic Freedom and 4146 Professional Ethics** – Committee will continue review at a later date.
20. **4148 Substitute Teachers** – Committee reviewed and recommended removal. Policy will be presented to the Board for removal at next meeting.
21. **4150 Student Teachers** – Committee reviewed and recommended removal. Policy will be presented to the Board for removal at next meeting.

22. **4152 Staff Development** – Committee recommended more extensive review of policy and corresponding regulations.
23. **4154 Publications or Creation of Materials** – Committee reviewed and recommended removal since pertinent information can be combined with policy 4156 (Copyrights and Patents.) Policy will be presented to the Board for removal at next meeting.
24. **4156 Copyrights and Patents** – Committee reviewed and recommended revisions. Policy will be presented to the Board at the next meeting.
25. **4158 Tutoring** – Committee reviewed and recommended revision that requires a prior notice to the principal. Policy will be presented to the Board at the next meeting.
26. **4160 Staff Complaints and Concerns** – Committee reviewed and recommended removal since information is covered in contract. Policy will be presented to the Board for removal at next meeting.
27. **4162 Non-school Employment** – Committee reviewed and recommended removal. Policy will be presented to the Board for removal at next meeting.
28. **4164 Employee Safety** – Committee reviewed and recommended revisions to include proposal by CIRMA and to incorporate statement about Crisis Resource Manual. Policy will be presented to the Board at the next meeting.
29. **4164 Employee Safety Regulation (Crisis Resource Team)** – Committee reviewed and recommended removal since information is included in the Crisis Resource Manual. Regulation will be presented to the Board for removal at next meeting.
30. **4168 Retirement** – Committee reviewed and recommended removal. Policy will be presented to the Board for removal at next meeting.
31. **4256 Copyrights and Patents** – Committee reviewed and recommended removal since information is covered in previous policy (4126). Policy will be presented to the Board for removal at next meeting.
32. **4260 Staff Complaints and Concerns** – Committee reviewed and recommended removal since information is covered in contract. Policy will be presented to the Board for removal at next meeting.
33. **4262 Non-school Employment** – Committee reviewed and recommended removal (see previous policy action 4162). Policy will be presented to the Board for removal at next meeting.
34. **4264 Employee Safety** – Committee reviewed and recommended removal since information is covered in previous policy (4164). Policy will be presented to the Board for removal at next meeting.

The committee will complete the 4000 section beginning with policy 4166 and begin the 5000 section at its next meeting. Dr. Keene will provide sample policies to simplify the medical leave sections of the manual.

The Policy Subcommittee adjourned at 8:15.