

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Minutes
Monday, March 7, 2016, 4:30 PM
501 Kings Highway East
Superintendent's Conference Room

- 1) Chairman Maxon-Kennelly called the meeting to order at 4:35pm. Policy Committee members Ms. Karnal and Mrs. Maxon-Kennelly were in attendance. Dr. Title also attended.
- 2) Approval of February 22, 2015 Meeting Minutes. **Approved: 2-0**
- 3) *Policy #5125.11 Students – Health/Medical Records, Mandated Policy Recommended by CABE*

The policy requires the naming of a HIPAA Privacy Officer. Dr. Title recommended the Director of Special Education and Special Programs be named in the policy as the HIPAA Privacy Officer and Mrs. Maxon-Kennelly and Ms. Karnal agreed.

The district must have HIPAA-compliant forms to give to doctors' offices. Once HIPAA information is received in the district, such as Medicaid information, FERPA rules apply. Follow-up questions regarding the student records policy (5220) and the HIPAA/FERPA crosswalk, will be emailed to Dr. Title.

Mrs. Maxon-Kennelly moved, Ms. Karnal seconded to move Policy 5125.11 to a First Reading at the March 15 BOE Meeting. **Approved: 2-0**

Policy #5131.7 Students – Weapons and Dangerous Instruments, Mandated Policy Recommended by CABE

Language from this policy is contained within discipline policy 5119, but different definitions exist in each. Dr. Title will check on the definitions with CABE to ensure consistency in both policies; both policies, 5119 and 5131.7 will be addressed at the next Policy Committee Meeting. Ms. Karnal asked if equipment for archery and fencing was considered.

Ms. Karnal and Mrs. Maxon-Kennelly agreed to:

- a. Add in the alternate language (as provided) on the first page
 - b. In the second to the last paragraph beginning with "*The possession..*" replace the "*Board of Education or hearing board..*" with "**Hearing Officer**"
 - c. In the last paragraph, first sentence, replace "*Board*" with "**District**"
 - d. Additional optional language on the second page will not be considered.
- 4) Open Discussion/Public Comment: None
 - 5) Mrs. Maxon-Kennelly moved, Ms. Karnal seconded to adjourn the meeting. **Approved: 2-0** Meeting adjourned 5:35 PM.