

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, January 4, 2016
4:30 p.m.
501 Kings Highway East
Superintendent's Conference Room

MINUTES

- I. Call to Order – The meeting was called to order by Jennifer Kennelly at 4:37 p.m. Other committee members in attendance were Donna Karnal and Anthony Calabrese. Also in attendance was Karen Parks representing the administration, and Jill Mitchell in Joanne Ryan's absence, representing the Town Nursing Staff.

- II. Approval of November 30 and December 8, 2015 Meeting Minutes
One change was suggested for the December 8 minutes, indicating that the vote for the meeting time was 3:0:0, not 2:0:0. After that change was made, both minutes were accepted, 3:0:0.

- III. Policy
 - Policy #5514 Students – Administration of Medications in the Schools

Several changes were discussed and addressed to clarify the language of the policy. See all edits on the policy to be included in the BOE packet for the January 12, 2016 Board of Education Meeting.

Committee members moved Policy #5514, Administration of Medications, to the BOE for a First Read on January 12, 2016 at the Regular Board Meeting, 3:0:0

 - Policy #5515 Students – Administration of Emergency Medications by Non-nursing Personnel
Due to a lack of time and questions regarding the language of this policy, the policy was moved to the next meeting for further discussion. Joanne Ryan will be invited to attend the meeting and provide a historical perspective on the policy and its language.

 - CAGE Policy Review
Mrs. Parks summarized the feedback from CAGE on the Policy Manual Review, indicating that there are still several redundant policies, some mandated policies that need to be added to the manual, several policies which still need updating to reflect

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current statute. She indicated that CAFE would be willing to do the work to bring all necessary policies in line with state statute for a minimal fee. The other work, such as codification, removal of redundant policies, and a few language changes, can be done through the office of the Deputy Superintendent. The committee indicated that this would be the best way to get the manual up to date by the end of the year and that Mrs. Parks should contact CAFE to begin the work.

IV. Open Discussion/Public Comment - None

V. Adjournment – Meeting adjourned at 6:02.

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted; **January 25**, February 8, February 22, March 7, March 28, April 18, May 2, May 9, May 23, June 13, August 29, September 12, September 26, October 10, November 7, December 5, 2016.*

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.