

EAST LYME BOARD OF EDUCATION  
East Lyme, Connecticut

**POLICY REVIEW COMMITTEE**

**Minutes**

**June 27, 2016**

Board of Education Members Present: Jaime Barr Shelburn (Chair), Tim Hagen, Barbara Senges

Administrators Present: Jeffrey Newton (Superintendent)

Meeting Time: 5:00-5:46 PM

Mr. Newton made a recommendation that the Policy Committee meet for an extended period of time to catch-up on policy/regulation requirements by either changing their meeting time or by meeting for a couple of extended sessions.

The Policy Committee reviewed the following policies:

1. 5141.25 BOE Policy & Regulation: Students with Special Health Care Needs (New)

Mr. Newton informed the committee that he met with Dr. Sikand, ELPS Medical Advisor, and Leah Hendricks, VNA Advisor, to review the draft policy and regulation. Dr. Sikand advised that specific food allergies and life threatening allergies should be detailed in the Individual Health Care Plans and/or 504 plans and not be detailed in the policy and regulation. First Student confirmed that they pull off the road in case of an emergency and contact the dispatcher to call 911.

The following items were discussed:

- Jeff Newton will contact the VNA to (1) verify that they will monitor the policy and regulation and that it will be reviewed on an annual basis, (2) verify how the VNA oversees and administers the Individual Health Care Plans, (3) determine who carries the real responsibility for the Individual Health Care Plans, (4) verify how a substitute nurse and bus drivers are informed of all Individual Health Care Plans (Regulation page 3 of 10, Items 9 & 10), and (5) verify again why it is recommended that this policy include only food allergies and not life threatening situations.
- It was suggested that administrators, staff, and parents of students with allergies have a chance to review the policy and regulation before they go to the Board for adoption. Jeff Newton will meet with the principals and Linda Johansen, ELTA Representative, for direct feedback over the summer months.
- A roll-out plan may be necessary to make sure that all necessary plans are in place and appropriate people have been trained.
- The Wellness Policy should be checked to make sure the language between both policies is consistent (Regulation page 6 of 10, Item 7).

- Need to include language to make sure the Before and After School Care Program and the After School Activity advisors are informed of all Individual Health Care Plans. \*Confidentiality of an IHCP\*
- The Policy Committee will bring the policy and regulation forward to the Board of Education at their July 18, 2016 meeting for review and discussion only. At this July meeting we will hear from parents concerning this proposed policy during Public Comment.
- The draft policy and regulation will be posted on the website.

2. 5141.21 BOE Policy & Regulation: Administering Medication (Revision)

This policy and regulation is ready to go to the Board of Education for a first reading on July 18, 2016 after clarification with the VNA on their current practice of providing coaches with a copy of prescribers orders and parental/guardian permissions forms (Policy page 9 of 11).

3. 5141.3 BOE Policy & Regulation: Health Examinations and Inoculations (Revision)

Discussion of this policy and regulation will begin at the next Policy Committee meeting.

Future Review:

1. 5145.54 Students: Transgender and Gender Non-Conforming Youth (New)
2. 6151 BOE Class Size (New Policy)-Discussion beginning Fall 2016
3. 6161 BOE Policy and Regulation: Equipment, Books, Material (Revision)
4. 6163.1 BOE Policy Selection of School Library Material (Revision)
5. 5144.1 BOE Policy and Regulation: Field Trips (Revision)
6. 3219 BOE Policy: Student Activity Account (Review)
7. 5141.5 BOE Policy and Regulation: Suicide Prevention and Intervention (Review)
8. 1250 BOE Policy Community Relations (Review)

Public Comment:

Christine Stahl, 4 Upper Kensington Drive, East Lyme

Christine asked if the draft policy and regulation for students with special health care needs originated from the ELBOE attorneys and what were the specific qualifications of Dr. Sikand and Leah Hendricks. Christine suggested that parents of students with special health care needs have input for this new policy and regulation and that a licensed allergist review the policy before it is brought to the BOE for a first reading. Christine acknowledged that informing substitute teachers and bus drivers of Individual Health Care Plans is a concern. Christine requested that the policy and regulation be in place, if possible, by the beginning of the 2016-2017 school year and suggested medical emergency drills be implemented for staff and nurses. Christine feels that a comprehensive policy and regulation may make it easier for nurses to follow versus numerous long, comprehensive Individual Health Care Plans.

The next Policy Committee meeting is still to be determined.

Respectfully submitted by Jaime Barr Shelburn, Policy Committee Chair