

**Washington West Supervisory Union Executive Committee**  
**APPROVED Minutes for Special Meeting on May 29, 2013**  
**Washington West Central Office**

**WWEC Members Present:** Dale Smeltzer (Harwood), Tom Badowski (Moretown), Rob Rosen (Warren), Steve Odefey (Waterbury-Duxbury), and Ben Smith (Waterbury-Duxbury)

**Administrators Present:** Brigid Scheffert

Ben Smith as vice-chair called the meeting to order at 5:39 p.m.

**1) Discussion Items**

- a) **Policy Packet #3 Remaining Policies** – Brigid Scheffert provided her suggestions regarding the policies, based on the comments provided so far from boards and administrators, continuing with E8 and moving through the remainder of the packet.
  - i) **E8 Tobacco Prohibition** – no changes
  - ii) **E8 Procedures** – no changes needed, except for deletion of date warned and date adopted
  - iii) **E9 Comprehensive HIV Policy** – Policy should be pages 1, 2, and 3 up to section VII Athletics. Need to add date warned and date adopted right after this, before cross-references. Remaining pages would be Procedures, and titled as such rather than Recommended Best Practice Additions.
  - iv) **E10 Energy Management** – The purpose and value of this policy was questioned, and it was agreed to remove this policy from the packet.
  - v) **F1-R Student Conduct and Discipline** – no changes
  - vi) **F1-R Procedures** – minor change around student handbook needing parent review
  - vii) **F3 Search, Seizure and Interrogation by School Personnel** –
    - (1) Administrators want “copies of the policy will be distributed to students...” changed to “a summary of this policy will be provided in the handbook...”;
    - (2) change to “a” School Resource Officer rather than “the” School Resource Officer.
    - (3) Add a sentence to clarify that “The following references are included for informational purposes only and shall not be construed to alter, amend or limit the plain meaning of this policy”, and move this sentence and the references to the very end of the policy, after legal references.
  - viii) **F4 Search, Seizure and Interrogation of Students by Law Enforcement Personnel** –
    - (1) Put “Law Enforcement” in front of “Officers” under “Searches and Seizures”.
    - (2) First paragraph in Arrests section, change “...and **require** the officer to sign the form...” to “and **request**....”.
  - ix) **F5-R Education Records** – no changes
  - x) **F6 Student Medication** – “Or Designee” added to next paragraph after Implementation.
  - xi) **F7 Student Alcohol and Drugs** –
    - (1) Educational Program – use the Principal as the person who will be responsible.
    - (2) Change suggested to Cooperative Agreements section - move to very end of policy, using only the first sentence, with Principal as the one who will designate.
    - (3) Staff Training – The Principal
    - (4) Community Involvement – The Principal; plus “when appropriate” at end of sentence.
    - (5) Annual Report – The Principal
    - (6) Notification – Change wording to: “The Principal shall ensure that at a minimum reference to this policy will be included in the annual parent/school handbook. Schools may also share the standards of conduct and disciplinary sanctions contained in the procedures related to this policy.”
  - xii) **F7 Procedures** – will need to be building specific. Delete “substance abuse team” and add “appropriate school team (i.e. substance abuse tem, child protection team, etc.)”
  - xiii) **F9 Transportation** –

- (1) The Supt **or designee** will establish routes...
  - (2) Add a fifth bullet in list: 5. Efficiency of route (cluster stops, etc.)
  - xiv) **F16 on Tuition Payment** – Remove from packet
  - xv) **C6 Notice of Non-Discrimination** – no changes
  - xvi) **D1 Procedures** – for information only
  - xvii) **D6-R Substitute Teachers** –
    - (1) remove second bullet stating “work experience with children”;
    - (2) second to last paragraph change to “The Principal or his or her designee”
  - xviii) **D12 Harassment of Employees** –
    - (1) Designated Persons will be different for each district, shouldn’t be named in the policy but rather in the procedures or handbook; correct typo of extra “an” after belittles.
- 2) **Adjournment** – Dale Smeltzer moved to adjourn the meeting at 7:19 p.m. Steve Odefey seconded the motion which passed unanimously.

*Minutes recorded by Dale Smeltzer*