

**MINUTES OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
June 24, 2024**

Chairperson: Chris Martinson
Notetaker: Katie Batten

Committee member attendees: Katie Batten, Nate Grundy, Chris Martinson, Kandi Martin, Scott Bleck

Other attendees: Lauren Thompson (Nacel Open Door)

Time convened: 4:34 p.m.

- A. Establish Chairperson and Notetaker
Chris Martinson was appointed chairperson, and Katie Batten was appointed notetaker.

- B. Public input
Lauren Thompson from Nacel Open Door was present and requested that the foreign exchange student policy be bumped from 3 to 5 students; she has interested families more than current limit

- C. Policy/Administrative Guideline review and discussion:

500 Policy *Manual* and Employee Handbook

RECOMMENDATION: online filing placement in lieu of paper

510 Personnel Policies Goals (Section Title)

510 Goals of Personnel Policies

511 Equal Opportunity Employment/Complaint Procedures

512 Employee Harassment

520 General Personnel Policies (Section Title)

522 Staff Conduct (NO POLICY)

522.1 Employee Alcohol and/or Other Controlled Substances Use

522.2 Tobacco Use on School Premises (see 831)

522.3 Criminal Activities

522.4 Conflict of Interest for Professional Educators with Their Own Children

522.7 Staff Technology Acceptable Use

522.9 Receipt of Gifts or Gratuities

523 Employee Health and Safety (Communicable Disease)

523.1 Staff Physical Examinations

523.11 Medical Certification for Illness

523.2 Bloodborne Pathogens Exposure Control Plan

RECOMMENDATION: Add transportation staff

526 Personnel Records

RECOMMENDATION: Remove one particular system/tool for reference

527 Grievance Procedure

530 Professional Staff Policies (Section Title)

531 Staff Positions (Job Descriptions)

RECOMMENDATION: Remove word booklet/binder” and adjust to update language
“available upon request”

532 Contracts—Certified Staff

532.2 Professional Staff Salaries/Fringe Benefits (NO POLICY)

532.21 Health Insurance – Continued Coverage Upon Termination of Employment

532.31 Family and Medical Leave

533 Selection of Certified Staff

RECOMMENDATION: “Upon completion of at least 3 reference checks, *or any other non-listed relevant references . . .*”

533.1 Background Checks

534 Substitute Certified Staff Employment

165.1 Conflicts of Interest—Staff and School Board

RECOMMENDATION: Clarifying language that the superintendent pertaining to the administrative team

422.1 Admission of Foreign Exchange Students

RECOMMENDATION: Look to school year 2025-2026 potentially max at 5

D. Establish date and time for next meeting

RECOMMENDATION: August 15 at 3:00 p.m.

Time adjourned: 5:47 p.m.

Katie Batten, Notetaker