

Region 9 Policy Committee  
Meeting Minutes  
December 15, 2010  
Region 9 Central Office

Attendance: Michael Cicchetti, Susan Kaplan, E. Marie Mas, Cheryl Mammen, Gina Pin, Darlene, Walllin, Administration. Margot Abrams and Joe Macchio, Board Members

- Call to Order by Mr. Macchio at 8:15 a.m.
- Approval of November 10, 2010 minutes by those in attendance- Macchio and Abrams
- Public Comment: None.

Discussion and Possible Action Pertaining to Policy for Restraint and Seclusion:

Standard Policy requirements have been prompted by a change in legislation by the State Department of Education. The sample procedures drafted were developed by the administration with the assistance of Marsha Moses, counsel. The policy outlines the relevant definitions, procedures for students with Behavior Intervention Plans (BIP) or Individualized Education Plans (IEP), and standardizes forms and reporting requirements to comply with the state statutes.

Items to be implemented and for further review:

- Training in “how to” fill out forms.
- Clarification and definition of “Precipitating activity”.
- Single Author suggested: The administration should review all reports prior to release to parents or the State.
- Physical Management Techniques (PMT) Training must be an annual occurrence with records kept on staff training. Security should be included in the training.
- Vicki would be a good candidate for maintaining a clearing house for staff training.
- Cheryl volunteered to serve as trainer and will renew her certification status to see if she is still eligible to serve as trainer.
- Marie Mas indicated that The Office of Child Advocacy stated the initial training be 1 day and annual ½ days to remain current. Rotating training in house by Cheryl would be ideal.
- Cheryl Mammen noted changes needed in the definitions on the “physical Restraint Report Form”, page 2, “Description of Physical Restraint, and Type of hold Used” and she will clarify those corrections for the policy.

It was decided that the January Board of Ed, Tri-Board meeting would be an appropriate time to review and update the Boards of Education on the Restraint Policy.

Other Policies requiring updating and/or review.

Gina Pin recommended review and/or changes to other policies for compatibility with State statutes and/or changes in school management needs. Some are currently being reviewed at the High School.

- BEST program name be changed to the current name, TEAM.
- Sexual Harassment Policy review (Title 9).
- Bullying Policy language needs review (Title 6).
- Administration of medication by school personnel should include electronic notification/communication?
- Electronic devices and communication (related to student use) Examples of students in Norwich and San Diego given Sect. 5131.81
- Attendance Policy “seat time requirement” to earn credit in classes (to address excessive absentee rate in some student families)
- Field Trip forms, transportation P6153
- Language exchange Program/Foreign Exchange
- Copyright

Dr. Cicchetti noted that the Board’s counsel, Shipman & Goodwin, annually sends information after the first of the year concerning policies that need to be updated based on changes in statute. The Committee can reconvene after that information is received.

Meeting Adjourned at 9:15