



## Newtown Public Schools

Policy Sub-Committee Agenda  
November 5, 2025

Reed Intermediate School Room 249A  
3 Trades Lane  
Newtown, CT 06470  
5:30 PM

*As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.*

### AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
  - A. Review Policies
    1. 1090 Pesticide Application on School Property
    2. 5118 Non-Resident or Tuition Students
  - B. Policies Recommended for First Read
    1. 2151 Hiring of School Administrators
    2. 2141 Appointment of Superintendent
  - C. Items of Information
    1. 1230R Administrative Regulations Regarding Other Community Connected Organizations
  - D. Policies to Rescind after Adoption of Replacement Policies
    1. 2141 Recruitment and Appointment of Superintendent
    2. 2152 Hiring of School Administrators
  - E. Non-Mandated Policies to Rescind
    1. 2000 Concepts and Roles in Administration
    2. 2000.1 Board-Superintendent Relations
    3. 2100 Administrative and Supervisory Personnel
    4. 2111 Equal Opportunity

5. 2112 Professional Development
6. 2120 Organizational Responsibilities
7. 2122 Transfer of Administrators
8. 2130 Job Descriptions
9. 2131 Superintendent of Schools
10. 2131.1 Appointment of Designee of Superintendent
11. 2132 Assistant Superintendent
12. 2133 Principals
13. 2134 Director of Business
14. 2135 Director of Pupil Services
15. 2137 Athletic Director

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

**Board of Education  
Policy Sub-Committee Meeting  
October 7, 2025**

**3 Primrose Street  
Newtown, CT 06470  
BOE Conf. Room  
5:30 PM**

## **MINUTES**

Anne Uberti, Superintendent  
Doria Linnetz  
Alison Plante  
Frank Purcaro  
Sarah Connell

### **1. CALL TO ORDER**

- a. D. Linnetz called the meeting to order at 5:31 pm.

### **2. PUBLIC PARTICIPATION**

- a. None

### **3. APPROVAL OF MINUTES**

*MOTION: A. Plante moved to approve the minutes of September 3, 2025. D. Linnetz seconded. Motion passes unanimously.*

### **4. DISCUSSION AND POSSIBLE ACTION**

- a. Review Policies
  - i. 1700 - Possession of Deadly Weapons or Firearms
    1. A Board member reached out regarding the definitions. This policy cites the General State Statute that defines what constitutes a deadly weapon for ordinary, non-law enforcement citizens while the other policy specifically addresses student discipline and expulsion in which weapons are defined differently under different state and federal policies.
  - ii. 1200 - Use of School Facilities
    1. A BOE member had a question regarding the fee schedule and if it was a regulation. S. Connell will make the edit to clearly identify that it is a regulation. This regulation and fee schedule will be reviewed annually by the Director of Facilities.
  - iii. 1085 - Policy and Administrative Regulations Regarding School Security and Safety Plan
    1. There was confusion regarding the language about the amount of meetings that needed to be held in the school year. The committee agreed to change the language to twice annually.
- b. Policies Recommended for First Read
  - i. 4152.6/4252.6 - Family and Medical Leave

1. A.Uberti reported that among other changes, effective October 1, 2025, employees working for boards of education in positions that do not require professional certification under Chapter 166 of the Connecticut General Statutes will be eligible for leave.
  2. A.Uberti is requesting to adopt the updated policy and rescind Newtown's current. S. Connell will remove the optional language before sending it to the full Board.
- ii. 2260 - Hold on Destruction of Records (Litigation)
    1. This replaces an existing and outdated policy with an updated Shipman Policy
    2. S. Connell will edit the optional language and send it to the BOE for the first read.
  - iii. 2270 - Retention and Disposition of Records and Information
    1. A.Uberti will confirm who the Records Custodian is and make the necessary edit to the policy before sending it to the BOE for first read

**MOTION:** A. Plante moved to send policies included under 4B to the full board for first read. D. Linnetz seconded. Motion passes unanimously.

c. Items of Information

- i. 5121.3R Administrative Regulations Regarding Academic Integrity and Acceptable Use of Artificial Intelligence (AI)
  1. F. Purcaro created a regulation with the help of Library Media Specialist, L. Zandonella and Superintendent, A.Uberti. They acknowledge that this is a starting point and asked the committee to review and for their feedback.
  2. It is important to have guidance for the teachers and students to have guidance on how and when to use AI.
  3. The committee will send their feedback back to F. Purcaro and A. Uberti before the next policy meeting. They also suggested sending it to the full Board for them to review.
- ii. 1230R - Administrative Regulations Regarding Other Community Connected Organizations
  1. The committee agreed to revisit this regulation at the next policy meeting.
- iii. 1131R - Administrative Regulations Regarding Political Activities in Schools
  1. A.Uberti reported that Newtown's current policy regarding political activity in schools is not a mandated policy, however, it does add value and she is requesting to keep it as a regulation. The committee agreed.
- iv. 1350R - Administrative Regulations Regarding Senior Citizens Benefit
  1. A.Uberti is requesting to keep this as a regulation. She will confirm with principals that this practice is continuing.

d. Policies to Rescind after Adoption of Replacement Policies

e. Non-Mandated Policies to Rescind

*MOTION: A.Plante moved to send policies included under 4D and 4E, excluding 1230R - Other School Connected Organizations, to the full board for first read to be rescinded. D. Linnetz seconded. Motion passes unanimously.*

**5. PUBLIC PARTICIPATION**

- a. None

**6. ADJOURN**

MOTION: A. Plante moved to adjourn. D. Linnetz seconded. Motion passes unanimously.

Meeting adjourned at 6:35 PM

**POLICY REGARDING PESTICIDE APPLICATION  
ON SCHOOL PROPERTY**

It is the policy of the Newtown Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Newtown Public School, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any Newtown Public School is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Newtown Public School during regular school hours or during planned activities at any school, except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

**Legal References:**

**Connecticut General Statutes:**

§10-231a

§10-231b

§10-231d

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

8/3/16

**ADMINISTRATIVE REGULATIONS REGARDING PESTICIDE APPLICATION  
ON SCHOOL PROPERTY**

A. Definitions:

1. **Pesticide**: means a fungicide used on plants, an insecticide, a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.
2. **Lawn Care Pesticide**: means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas. “Lawn care pesticide” does not include (A) a microbial pesticide or biochemical pesticide that is registered with the United States Environmental Protection Agency, (B) a horticultural soap or oil that is registered with the United States Environmental Protection Agency and does not contain any synthetic pesticide or synergist, or (C) a pesticide classified by the United States Environmental Protection Agency as an exempt material pursuant to 40 C.F.R. § 152.25, as amended from time to time.
3. **Integrated Pest Management**: means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.
4. **Restricted Use Pesticide**: means any pesticide or pesticide use classified as restricted by the administrator of the United States Environmental Protection Agency or by the Connecticut Commissioner of Environmental Protection.
5. **Microbial Pesticide**: means a pesticide that consists of a microorganism as the active ingredient.
6. **Biochemical Pesticide**: means a naturally occurring substance that controls pests by nontoxic mechanisms.

B. Integrated Pest Management Plan:

1. The district’s integrated pest management plan shall be consistent with the model pest control management plan developed by the Connecticut Commissioner of Environmental Protection pursuant to Section 22a-66l of the Connecticut General Statutes.

2. At the beginning of each school year, the district shall provide the staff of each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. Such statement shall (1) indicate that the staff, parents or guardians may register for notice of pesticide applications at the school, and (2) describe the emergency notification procedures provided for in this section. Notice of any modification to the integrated pest management plan shall be sent to any person who registers for notice under this section.

C. Notice of Pesticide Application to Those Who Request Such Notice:

1. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school.
2. Each school shall maintain a registry of persons requesting such notice.
3. Parents or guardians of children in any school and/or staff members in any school who register for prior notice of pesticide application at their school shall be provided notice, by any means practicable, of each scheduled pesticide application at their school on or before the day that any application of pesticide is to take place.
4. The notice shall include the following information:
  - a. The name of the active ingredient of the pesticide being applied;
  - b. The target pest;
  - c. The location of the application on school property;
  - d. The date of the application; and
  - e. The name of the school administrator, or designee, who may be contacted for further information.

D. Notice of Pesticide Application by Electronic Means:

1. Prior to providing for any application of pesticide within any building or on the grounds of any school, in addition to the notice requirements in Section C, above, the district shall provide for notice of such application not less than twenty-four (24) hours prior to such application by posting the notice required in Section C, above, either on or through: (a) The home page of the Internet web

site for the school where such application will occur, or, if the school does not have a web site, on the home page of the district's Internet web site, and (b) the primary social media account of such school or the district. For purposes of these administrative regulations and Section 10-231d of the Connecticut General Statutes, "social media" means an electronic medium where users may create and view user-generated content, such as uploaded or downloaded videos or still photographs, blogs, video blogs, podcasts or instant messages.

2. The district shall indicate on its home page how parents may register for prior notice of pesticide applications, as described in Section C, above.
3. Not later than March 15 of each year, each school or the district shall send through its e-mail notification or alert system or service the notice required by Section C, above, for applications made since January 1 of that year and a listing of such notices for applications made during the March 15 through December 31 timeframe from the preceding calendar year.
4. The district shall additionally print such e-mail notification required by this section in the applicable parent handbook or manual, although the reprinting of such handbook or manual shall not be required to provide such notification.
5. Nothing in these administrative regulations shall require the development or use of an Internet web site, social media account or e-mail notification or alert system by a school or the district that is not already in use or existence prior to October 1, 2015.

E. Emergency Pesticide Application:

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members.
2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents or guardians of children in any school and/or staff members. Such application may only be made if (a) it is necessary to make the application during such period, and (b) such emergency application does not involve a restricted use pesticide.
3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
4. In the event of such emergency application, the provision set forth below in Section G regarding authorized pesticide applicators shall not apply if the

Superintendent determines that it is impractical to obtain the services of any such applicator, provided that the application does not involve a restricted use pesticide.

F. Record of Pesticide Application:

1. A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

G. Authorized Pesticide Applicator:

1. No person, other than a pesticide applicator with supervisory certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with operational certification under Section 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school within the district. ***[Other than a regional vocational agriculture center].***

H. Prohibition on Use of Lawn Care Pesticides at District Schools with Students through Grade 8:

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions and the conditions set forth above.

Legal References:

Connecticut General Statutes:

§ 10-231a  
§ 10-231b  
§ 10-231d  
§ 22a-47  
§ 22a-54  
§ 22a-66a  
§ 22a-66l

United States Code:

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. § 136 et seq.

Code of Federal Regulations:

40 C.F.R. § 152.25

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

8/3/16

## **HIRING OF SCHOOL ADMINISTRATORS**

The Board of Education recognizes that the Superintendent is its sole employee and is responsible for the appointment and supervision of all district personnel in accordance with law and Board policy.

The Board values the importance of a collaborative process in recruiting and hiring administrative staff who will work productively and effectively with the Superintendent to advance the district's mission and goals.

The Superintendent and the Board shall work cooperatively in the recruitment and selection of administrative staff, consistent with applicable statutes and collective bargaining agreements. Specific procedures for administrative searches shall be defined by the Superintendent in consultation with the Board.

### **Legal Reference:**

- Connecticut General Statutes §10-157 — Superintendents: Appointment; Evaluation; Duties; Removal
- Connecticut General Statutes §10-151 — Employment of Teachers; Definitions; Tenure

### **Adopted:**

**APPOINTMENT OF SUPERINTENDENT**

The appointment of a Superintendent of Schools shall be the legal responsibility of the Board of Education.

The Board shall conduct an active search to identify the individual who can most effectively implement Board policies, reflect the aspirations of the community, and promote a diverse and highly qualified professional staff. Candidates shall be considered from within and outside the school system.

A majority vote of the Board members present at a duly noticed meeting shall be required to appoint the Superintendent.

Connecticut General Statutes § 10-157 — Superintendents: Appointment; Evaluation; Duties; Removal

Adopted:

### **Other School-Connected Organizations - Booster Clubs/Organizations**

Booster organizations are important to the extracurricular activities provided for District students. Such organizations provide positive support to the students, the program, and the personnel in a particular program. Booster organizations shall comply with established guidelines in cooperation with the Superintendent or his/her designee. The following guidelines regulate booster organization within this District.

#### **Constitution/Bylaws/Officers**

Each booster organization involved with school activities or students shall develop and maintain a constitution and bylaws for the organization setting forth the purposes of the organization and the general rules and procedures by which it shall operate. A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Each booster organization shall submit a list of officers annually to the Superintendent or his/her designee.

#### **Fund Raising Activities**

Fund raising activities shall be requested in writing to the Building Principal, reviewed at the building level, approved by the Superintendent or his/her designee and conform to District guidelines. Two (2) major fund-raising activities involving students shall be permitted each year; exceptions may be granted by the Superintendent. Fund-raising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Superintendent or his/her designee. No student time during the regular school day shall be allowed for fund-raising activities for any booster organization. Student solicitation within the community for any booster organization shall be minimal.

#### **Permissible Awards**

An approved booster organization may purchase a sweater, jacket, blazer, blanket, shorts, jersey, cap, watch, ring, photograph, medal, plaque, or similar trophy with appropriate insignia of comparable identification, for an athlete, in recognition of his/her athletic performance, and present such awards at a time appropriate to such recognition.

#### **Insurance**

Each booster organization shall maintain insurance coverage recommended by the District for bodily injury and property damage. Proof of such coverage shall be submitted to the District's Business Office.

#### **Audit/Treasurer's Report**

Each booster organization shall prepare an audit or treasurer's report at least once a year. A copy of the audit/treasurer's report shall be submitted to the Superintendent or his/her designee and forwarded to the Board of Education upon request.

#### **Use of Facilities**

Booster organizations requesting use of facilities and/or services shall initiate those requests with the Building Principal and in compliance with the District's policy on facility usage. No activity shall be permitted without such approval.

## **Recognition Functions**

A booster club may sponsor athletic banquets to which student athletes may be invited without charging admission to such athlete. A booster club planning a recognition event shall request permission of the Building Principal to conduct such an event and to clear the date for the event.

**Concessions** Booster organizations involved in concessions at school events shall follow District guidelines.

## **Expenditures for Equipment, Supplies, etc.**

All game uniforms shall be purchased by the District. The “game uniform” shall include any clothing, headgear or shoes that (a) display the school colors or logo (except shoes), (b) are purchased by the District, (c) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (d) is intended to be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags or totes, etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school sanctioned entities. Items purchased or donated other than by the District must meet the criteria as defined below:

The donation/purchase of goods shall meet all policies and procedures of the District;

The donation/purchase of goods shall adhere to all Board policies and guidelines;

The donation/purchase of goods shall have the written approval of the Building Principal and Athletic Director prior to any deliberations commencing with a potential provider;

Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect;

Any agreement or contract proposed shall be reviewed by the District’s attorney and the Superintendent or his/her designee;

Consideration must be given to the impact of booster organization purchases, donations or services on Title IX compliance. Approval will be based on maintaining the necessary equivalence of benefits and services to both genders.

## **Compliance**

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the Superintendent or his/her designee shall resolve the issue within these established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines. Further, in conducting its activities, booster organizations shall comply with all state and federal laws, as applicable.