

WESTBROOK BOARD OF EDUCATION**Thursday, February 20, 2020****4:15 p.m.****Policy Sub-Committee Meeting****BOE Conference Room****MINUTES**

Present: Kim Walker, Mary Ella Luft, Zachary Hayden, Mike Esposito

Also Present: Patricia A. Ciccone, Superintendent

- I. CALL TO ORDER – Kim Walker, Chair, called the Policy Subcommittee meeting to order at 4:21 p.m. .
- II. APPROVAL OF MINUTES: January 23, 2020 – Moved by M. Luft and seconded by M. Esposito to approve the minutes of the January 23, 2020 minutes with the addition that the committee discussed at the last meeting to review all policies online. Vote unanimous.

In reviewing Policy 9311- Formulation, Adoption, Amendment of Policies and Policy 9313 Formulation, Adoption, Amendment of Administrative Regulations, it was concluded to follow these policies going forward. The subcommittee discussed that typically the administrative guidelines were not part of the BOE purview; however, Policy 9311 stipulates that we should have these guidelines on our website and administrative guidelines need to be reviewed to make sure they are aligned with our policies per Policy 9313. It was suggested the committee consider revisiting Policy 9313 – Formulation, Adoption, Amendment of Administrative Regulations.

There was a discussion regarding placement of all administrative regulations on-line with the policies. K. Walker suggested checking other school websites as to their practices, before making a decision.

A request was made to check with the IT Director as to the possibility of a “search” feature when using the online policy website.

Required policies are on-line and there are other policies in the policy book which are considered active, but are not required. The Policy Subcommittee began looking at the 0 series and concluded Policy 0300 cross referenced with Policy 9313. The discussion was based on whether or not to deactivate the policy, and/or to leave the policy in the policy book with a reference to policy 9313. A suggestion was made to begin review of the 9000 series. It was recommended that Policy 0500 be placed online.

- III. POLICY 5114 – M. Esposito questioned as to how the Superintendent becomes aware of policy changes. It was explained that legislative changes and CSDE Department initiatives can inspire changes that affect policies. Shipman and

Goodwin, Westbrook Schools attorneys, makes the policy revision(s) accordingly and forwards that information to the Superintendent, who then brings the changes to the Policy Subcommittee. The Superintendent pointed out that some policies, in the case of the School Climate policy was written by the Policy subcommittee which has served as a model for other schools
The Committee will bring Policy 5114 to the full BOE at the March meeting as a second reading with the approved changes.

- IV. ADJOURN: Moved by Z. Hayden and seconded by M. Esposito to adjourn at 5:35 p.m.
Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

Approved: 7-23-2020