

WESTBROOK BOARD OF EDUCATION

Policy Subcommittee Meeting

Thursday, April 23, 2020 @ 4:15 p.m.

via Google Meet

The Policy Subcommittee met via Google meet on Thursday, April 23, 2020 at 4:15.

Present: Kim Walker, Chair, Zachary Hayden, Mary Ella Luft, Mike Esposito
Patricia A. Ciccone, Superintendent
Guest, Natalia Sieira Millan, Shipman & Goodwin Associate
Ben Russell, IT Specialist

MINUTES

- I. CALL TO ORDER – Kim Walker, Chair, called the meeting to order at 4:17 pm. and introduced Atty. Natalia Sieira Millan, who will be assisting the Committee with policy and how to proceed to update the policies to make sure they are legally compliant and online. Natalia commented that Anne Littlefield has done some preliminary work on the policies and Natalia will be conferring with her.
- II. APPROVAL OF MINUTES: February 20, 2020: Moved by Mary Ella Luft and seconded by Zach Hayden to move this item to later on the agenda. Vote unanimous. The minutes of the February 20, 2020 Policy subcommittee meeting were tabled due to confusion about the administrative regulations being posted and revision of a policy to have the board have the ability to update regulations. Mike Esposito requested the minutes reflect the policy number discussed at the 2/2/2020 meeting. He will email his requested revision to Cecilia and the Policy subcommittee members.
- III. CONTINUED DISCUSSION ON UPDATING ONLINE POLICIES: There was a discussion on the date/timestamps listed on the online policies. It was concluded that the dates should be removed to avoid confusion.
- IV. REVIEW DISTANCE EDUCATION POLICY: The Policy Subcommittee was provided with the current online Distance Education Policy and also the Shipman & Goodwin Distance Education policy. Zach Hayden suggested that the Covid 19 piece from the Shipman & Goodwin policy be added to Westbrook's policy. Natalia will cross reference the two policies – she added that Shipman & Goodwin policies are more concise, but it is a local preference or decision as to content. She will begin reviewing the policies and make

recommendations to the Committee to move forward. Zach Hayden asked if there is a timeline and Natalia responded that she is unsure at this point. First, she will concentrate on the Distance Learning policy relative to the Covid19 pandemic. Superintendent Ciccone added that it would be helpful to have the Covid19 language in the Distance Learning policy for May 12th, and Kim Walker added it could be produced at the May 12th regular BOE meeting. The Policy Subcommittee may need to meet before that – Cecilia will check for dates.

As to the question on a “search” option to find specific policies online, Ben Russell will look into it. However, he stated that it would be a project. He will provide possible options to Cecilia. Zach Hayden referred to CABA’s service that provides an option for that; however it may involve a significant fee.

The date/timestamps listed on the online policies was questioned as they do not reflect the date the policy was revised or added. It was concluded the dates should be removed to avoid confusion.

It was suggested to remove Don Perreault’s name online as he is no longer on the policy subcommittee

- V. ADJOURN: Moved by Mike Esposito and seconded by Mary Ella Luft to adjourn at 4:55 pm. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

Approved: July 23, 2020