

WESTBROOK BOARD OF EDUCATION
Policy Subcommittee Meeting
Thursday, November 18, 2021 @ 5:15 p.m.
BOE Conference room

Members Present: Kim Walker, Mary Ella Luft, Michelle Brigham, Zack Hayden,
Mike Esposito via telephone

Also Present: Superintendent Kristina Martineau

MINUTES

- I. Call to Order: The Policy meeting of November 18, 2021 was called to order at 5:06 p.m. by K. Walker, Chair, in the BOE Conference Room.
- II. Approval of Minutes
 1. September 23, 2021: MOTION by M. Brigham and SECOND by M. Luft to approve the minutes of September 23, 2021. Vote unanimous.
- III. Old Business – continuation of 000 Series
 - A. Policy 0300 – Policies for Westbrook Public Schools – Sunset discussion: Superintendent Martineau received guidance from Shipman & Goodwin, legal counsel, on procedures for deleting policies. The request to “sunset” a policy is to be in writing with the reason for deleting the policy. K. Walker recommended sun setting Policy 0300, as it is not a required policy and is redundant. This will be brought before the full board in December.
 - B. Policy 0500 – Comprehensive Improvement Plan (last reviewed 2007) – Related policies and sunset discussion: K. Walker, Chair, recommended Policy 0500 be deleted
 - C. Policy 0521 – Nondiscrimination (last reviewed 2019) – Shipman Series 1000 Recommendation: There was a question as to the need for three policies related to Nondiscrimination. It was determined that the Shipman and Goodwin Non-discrimination policy be adopted for the 1000 series and correlating non-discrimination policies in the 4000 and 5000 series. This will be discussed further at the next Policy meeting. The Committee is requested to read through the non-discrimination policies and update as needed.
 - D. Policy 0521.2 - Commitment to Religious Neutrality (last reviewed 2007): The Policy Committee is comparing this policy to 6115.1 Religious Observances and Displays to determine if it is necessary, as it may overlap. This will be added to the next agenda for discussion and review.
- IV. Continue with review of 1000 series – Plan to review for future meeting(s)
- V. Review of By-laws: Z. Hayden provided a handout of the by-laws with the following suggestions:
 - 9030-Democratic Principles – Revise terminology “public meetings” to meeting in the public
 - 9125 – create a schedule for annual attorney evaluation
 - 9160 – Student Representatives on the BOE – Re-write (for next agenda) and correct typo
 - 9271 – Code of Ethics – give consideration to reading during opening of meeting

- 9313 – Formulation, Adoption, Amendments or Deletion of Regulations – discuss further
- 9321 – Time, Place, and Notification of meetings – Update (use of word telegram)
- 9325.3 – Parliamentary Procedures – Informal vs. Robert’s Rules for meetings
- 9400 – Monitoring Products and Process – Set meeting date for BOE self-evaluation at December BOE meeting and evaluation criteria.

VI. Adjourn: MOTION by M. Brigham and SECOND by M. Luft to adjourn at 5:53 p.m.
vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting