

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

**WESTBROOK BOARD OF EDUCATION
Thursday, September 22, 2022 @ 4:45 p.m.
Policy Subcommittee Meeting
BOE Conference Room**

MINUTES

Members Present: K. Walker, C. Kuehlewind, M. Luft, Z. Hayden

Also Present: Superintendent Kristina J. Martineau

- I. Call to Order: K. Walker called the Policy meeting to order at 4:47 p.m. in the BOE Conference room.
- II. Approval of Minutes of June 15, 2022. MOTION by M. Luft and SECOND by Z. Hayden to approve the minutes of June 15, 2022 - Vote unanimous.
- III. Policies to Update Due to Legislation Changes
 - A. Series 4000 – Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees (Shipman policy)
4200 – Westbrook policy

BOE discussed adopting Shipman policy and move to the October 2022 BOE meeting for 1 st reading. MOTION to approve by Z. Hayden; SECOND by M. Luft - Vote unanimous.

- B. Series 5000 – Physical Activity, Undirected Play and Student Discipline (Shipman) Wellness Policy (Westbrook)
CABE – 5144.4 – Physical Exercise and Discipline of Students

BOE discussed Policy 5144.4 and decided to move forward to October 2022 to rescind. MOTION by Z. Hayden to adopt Shipman policy and use 5144.4 policy SECOND by C. Kuehlewind. Vote unanimous.

- C. Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)

BOE discussed the Shipman policy and decided to adopt the Shipman version and move it forward to the October 2022 meeting. (The Superintendent will determine Policy number before BOE meeting to match CABE number- 6148?) MOTION by M.Luft to approve and SECOND by Z. Hayden. Vote unanimous.

- D. Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum:

The Committee discussed adopting the Shipman policy as #6146.2 as is including all optional language and moving forward to October BOE meeting for 1st reading. MOTION by C. Kuehlewind; SECOND by M. Luft. Vote unanimous.

- E. Committee added discussion on 6142.101 and decided to move to committee meeting in October or November after it is reviewed by the District Wellness Committee. MOTION by C. Kuehlewind and SECOND by Z. Hayden to move

back to internal committee to review and to update. Vote unanimous.

IV. Other policies for review
A. 9271 – Code of Ethics

BOE reviewed current policy and updated CABE policy. MOTION by Z. Hayden and SECOND by M. Luft to keep current policy and mark as reviewed September 22, 2022. Vote unanimous..

V. Discussion to Plan Next Steps for Review of 2000's for 2022-2023
To be reviewed on October 20, 2022 4:45 p.m. Prior to the meeting, each member has committed to reviewing a policy, Shipman and/or CABE version, and area districts. Cecilia will send Shipman and/or CABE updated policies.
A. 2000 – Concept and Roles in Administration (assigned to MEL)
B. 2000.1 – Board – Superintendent Relations (Regs.) – CABE Policy 2131
Superintendent of Schools (Assigned to KM)
C. 2100 – Administrative Staff Organization (Assigned to KW)
D. 2111 – Equal Employment Opportunity (Assigned to CK)
E. 2112 – Professional Development Opportunities (Assigned to ZH)
F. 2130 – Job Descriptions (Assigned to CK if we find our 2111 is not needed)

To be reviewed on November 17, 2022 @ 4:45 p.m. Process and assignments to be discussed at the October policy committee meeting.

G.2140 – Superintendent of Schools
H. 2131.1 – Appointment of Designee for Superintendent of Schools
I. 2151 – Hiring of School Administrators
J. 2210 – Administrative Leeway in Absence of Board of Education Policy
K. 2231 – Policy and Regulation Systems
L. 2240 – Educational Research to District Schools

M. Add Shipman 2000s series updated policy on Retention of Electronic Records and Information. Cross reference and consider 5125 and 5141.21

VI. Next Meeting

A. Proposed items : New Remote Learning Policy, Code of Conduct, Administration of Medications (5141) in addition to list assigned above for October 20, 2022.
Superintendent Martineau will double check legal updates required and required policy list.

VII. MOTION by M. Luft and SECOND by C. Kuehlewind to adjourn at 5:39 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

TBA at next meeting.