

**Suffield Board of Education
Policy Subcommittee Meeting Minutes
March 4, 2019 - 5:15 p.m.
Central Office Conference Room**

Attendees: Matthew Service, Maureen Sattan, Debra Dudack, Susan Mercik Davis, Interim Superintendent Mark Winzler, Assistant Superintendent Michelle Zawawi, and Business Manager Bill Hoff

I. Call to Order: 5:18 pm

II. Policies for Review and Discussion:

1. **Policy 3542.22 - Food Services Personnel Code of Conduct:** This is a required policy that the district does not currently have. It will be placed on 30-day read at the next Board meeting.
2. **Policy 1250 - Visits to School:** This policy is being updated to reflect current practice for visitors as they enter school buildings. It will be placed on 30-day read at the next Board meeting.
3. **Policy 3541 - Transportation:** This policy is being updated to reflect current recommendations from the Connecticut Association of Boards of Education. It will be placed on 30-day read at the next Board meeting.
4. **Policy 3541.24 - Transportation: Parent/Guardian Responsibility:** This policy is being updated to reflect current district practices. It will be placed on 30-day read at the next Board meeting.
5. **Policy 1180 - Memorials for Deceased Students or Staff:** This is a new policy being recommended to establish direction for the District to follow with regards to honoring students and staff. The policy recommends permanent memorials be in a living form and limited to one per loss. The policy also establishes practice for temporary memorials. It will be placed on 30-day read at the next Board meeting.
6. **Policy 7551 - Naming of a Facility:** Changes to this policy were discussed to align with the new recommended policy for memorials for deceased students or staff. Discussion will continue at a future meeting.

The subcommittee also discussed various ways to raise awareness among the public when policies are either recommended for revision or addition by the subcommittee. Discussion will continue on that at future subcommittee meetings and possibly at a full Board meeting.

III. Adjournment

The subcommittee meeting adjourned at 6:27 p.m.