

**Suffield Board of Education**  
**Policy Subcommittee Meeting Minutes**  
**01/29/2018 – 5:00 p.m.**  
**Central Office Conference Room**

Attendees: Board members: Kendra Wiesel, Susan Mercik Davis, Matthew Service, Debra Dudack, Maureen Sattan  
Staff: Superintendent Karen Berasi, Assistant Superintendent Brian Hendrickson, Business Manager Bill Hoff

**I. Call to Order: 5:04 p.m.**

**II. Policies for Review and Discussion:**

1. **#6142.101 - Wellness Policy:** The Board of Education is in need of updating its Wellness Policy to comply with state law. Subcommittee members discussed the changes that are needed, which include developing a committee made up of principals, teachers, nurses, parents, board members and other stakeholders to issue recommendations. The district plans to invite leaders of the Suffield Elementary PTO, the PTAC, the high school parent group, and the student representative to join the committee. Members also agreed that a survey of parents may be beneficial in gauging public sentiment about proposed changes and plan to implement a Panorama survey during the research process. Topics to cover in the revised policy include nutrition, physical education, additional physical activity, staff wellness, birthday snacks, daily snacks, and nutrition messaging. Some specific topics to address include whether homemade treats will be allowed due to allergy concerns and whether teachers can bring in treats for children. Members discussed a possible timeline for working on the policy. The process to reach a recommendation is expected to take at least a few months. Because the committee should consist of many stakeholders, daytime meetings are recommended to best accommodate varying schedules. Members agreed to schedule meetings on Friday mornings. In conducting research, members have an article and proposed policy to review from CABA and will each be researching policies adopted in other districts as follows:
  - a. Susan Mercik Davis: Granby and Simsbury
  - b. Debra Dudack: West Hartford, Farmington and Glastonbury
  - c. Maureen Sattan: Canton and Somers
  - d. Kendra Wiesel: Ellington
  - e. Matthew Service: Greenwich
  
2. **#9000 Series - Board Bylaws:** Subcommittee members continued reviewing the 9000 series, which contains the Board bylaws. Members agreed to suggest revisions to the following bylaws:
  - a. 9110 - Number of Members, Terms of Office
  - b. 9120 - Officers and Auxiliary Personnel
  - c. 9121 - Chairperson
  - d. 9122 - Vice Chairperson
  - e. 9133 - Secretary
  - f. 9124 - Recording Secretary/Clerk

Our next bylaw review meeting will commence with the review of #9125 - Board Attorney. Debra Dudack will research whether we should add this bylaw, and will review both the Ellington and CAFE policies and report back to the subcommittee. Additional bylaws will be reviewed in sequential order after that.

There was also a discussion about the 9270 - Conflict of Interest, and the need to possibly better define what is meant by an appearance of a conflict of interest. Members agreed to continue the discussion when that bylaw comes up in rotation.

Subcommittee members discussed the need to revise the student discipline policy in the near future.

### **III. Adjournment**

The subcommittee meeting adjourned at 7:09 p.m.