

**Suffield Board of Education  
Policy Subcommittee Meeting Minutes  
1-8-18 5:00pm  
Central Office Conference Room**

Attendees: Kendra Wiesel, Maureen Sattan, Susan Mercik Davis, Debra Dudack, and  
Superintendent Karen Berasi

**I. Call to Order: 5:01pm**

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

**1. Discussion and Review of the 9000 Series – Bylaws of the Board**

Members of the policy subcommittee discussed the direction they would like to take with policy work. Members agreed they would like to place an initial focus on revising the 9000 series of the policy manual which contains the bylaws of the board. Members discussed options for doing the work, such as all doing independent research on the same policy or having specific members do research on specific bylaws and presenting recommendations for change to the full subcommittee for discussion. Members agreed to divide up the research and did so as follows:

**9000 Series Section 0: (Role of Board and Members)**

Debra Dudack: A-E

Kendra Wiesel: E-H

**9000 Series Section 1: (Organization)**

Susan Mercik Davis: A-B, D-F

**9000 Series Section 2: (Members)**

Maureen Sattan: A-C

Matthew Service: D-F

Members decided to hold off on revising Section 1-C which pertains to committee assignments, pending discussion by the full board on the possible restructuring of committees. In conducting research on possible revisions to the bylaws, members agreed to consult the recommended bylaws from CABE and the board attorney. They also discussed reviewing best practices from other districts. Members will begin their research and report back with initial findings at the next policy subcommittee meeting.

Also during the meeting, members discussed the need to make sure other policy work does not fall behind as they work to revise the bylaws. Members agreed to take steps to address any issues that are referred to them, as well as to continue working on changes required by the state legislature.

Members discussed the goal of holding at least two policy subcommittee meetings a month. They scheduled three future policy meetings:

- 1.22.18 at 5:00 pm
- 2.5.18 at 5:00 pm
- 2.26.18 at 5:00 pm

### **III. Adjournment**

The subcommittee meeting adjourned at 5:50pm.