

**Suffield Board of Education  
Policy Subcommittee Meeting Minutes  
November 13, 2017 – 5:00 p.m.  
Central Office Conference Room**

Attendees: Natalie Semyanko, Matt Service, Kendra Wiesel, Lori D'Ostuni, and Superintendent Karen Berasi (left meeting at 6:52 p.m.)

I. Call to Order: 5:01 p.m. Chair D'Ostuni stated that this meeting was not properly posted. Per FOI, any votes taken during the meeting would be null/void. She also noted there is no voting at subcommittee meetings.

II. Policies for Review and Discussion:

**Policy 3520.13 – Student Data Privacy Protection and Privacy/Cloud Based Issues**

Superintendent Berasi reported that one of our Board attorneys was at a meeting where the board questions from the last subcommittee meeting about time lengths were addressed. The time length is the earliest that technology directors believe companies will be able to complete the security breach work for a district. They felt it would be difficult to find a company that would contract for less time. The subcommittee discussed that the wording of the policy uses the word “may” so we can contract for an earlier time on security breach work if companies can do the work faster. The subcommittee recommended the policy be placed on first read at the next board meeting.

**Policy 6171.3 – Placement of Special Education Students (Out of District)**

Superintendent Berasi commented that the policy draft additions from the last meeting seemed to go beyond the intent of the auditing work. She discussed the audit parts with the Special Service Director and Business Manager. The financial audit will be part of the annual audit. There was a discussion on the attendance audit part, which will be district work. The Superintendent and committee recommended that the Director of Special Services audit agreements bi-monthly. Superintendent Berasi stated that the district does check on outplacement absences and contacts the family. Auditors' findings will be supplied to the Board as part of the business manager's financial report. The subcommittee made changes and recommended the policy be placed on first read at the next board meeting.

**Policy 5121 – Examination/Grading/Rating**

Updates were made to both policy and references. There was overlap with other policies that was deleted to reduce both redundancy and potential conflicts across policies. The subcommittee recommended the policy be placed on first read at the next board meeting.

**Policy 5124 – Reporting to Parents**

The subcommittee looked at the listing of various means of parent-teacher communication for an updated list. Changes were also made based on current conference practices. In addition, student led conferences was added as an option within the district for teachers to use. The subcommittee recommended the policy be placed on first read at the next board meeting.

### **Policy 6144 – Controversial Issues**

The subcommittee members discussed and removed teachers giving their personal opinions on controversial issues. A discussion on how faculty and staff are made aware of policies led to a request for the Superintendent to look into a means for faculty and staff to read and sign off on district policies. Also, the subcommittee discussed the frequency of controversial issues in today's world and added language for emotional supports for students and staff. The subcommittee recommended the policy be placed on first read at the next board meeting.

### **Policy and Regulation 6154 – Homework/Make-up Work**

Chair Semyanko of the Teaching and Learning subcommittee discussed a workshop she attended with Assistant Superintendent, Brian Hendrickson, where a newer policy was presented. One of the desired points from the design on the policy was for homework to be meaningful and less intrusive on family time. The subcommittee reviewed two area policies. After a discussion on the differences in time to do the same homework, as well as differences in expectations of parents, Superintendent Berasi suggested this policy be looked at with a community conversation. A survey to find out district expectations and information on homework prior to a community discussion was desired by subcommittee members. The subcommittee recommended that the next policy subcommittee look in depth at research, a survey and a community conversation prior to drafting this policy.

### III. Upcoming Policies

### IV. Policy Review – Process/Timeline

Chair D'Ostuni asked the subcommittee to recollect the intent of Policy 6146.1 – Grading/Assessment System which was discussed at the March and April policy meetings, on 30-day read for the May 1 board meeting and voted on at the June 5 board meeting. Earlier today she asked Board Chair Gee for her recollection of the policy intent from those meetings. The intent matched from all subcommittee members and handwritten notes from one board member. Subcommittee members will try to meet with administration on implementation and communication of the policy before deciding on any further recommendations to the board.

### V. Adjournment

The subcommittee meeting adjourned at 7:19 p.m.