

**Suffield Board of Education**  
**Policy Subcommittee Meeting Minutes**  
**3.19.18 at 5:00 pm**  
**Central Office Conference Room**

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

**1) Call to Order: 5:04 pm**

**2) Policies for Review and Discussion:**

- a) **Policy #2151 - Hiring School Administrators:** This policy was referred to the policy subcommittee by the full Board, after a member suggested it be reviewed. Subcommittee members discussed the differences between the current district policy and the CABE policy. The CABE policy pertains to both administrative and supervisory positions. It also includes deadlines for when Board votes must take place. Debra Dudack was assigned to tweak the language in our current policy and bring it back before the subcommittee for further discussion and potential recommendation to the full Board.
- b) **Policy #5123 - Promotion/Acceleration/Retention:** Susan Mercik Davis researched this policy, comparing it to policies in other districts as well as the suggested CABE policy. She presented draft language for consideration. In addition to the suggested changes, members also decided to add additional language related to the acceleration of students and a date for when retention discussions must begin. The revised policy is now headed to 30-day read before the full Board.
- c) **Bylaw 9030 - Commitment to Democratic Principles Relating to Board Communications and Interactions:** This bylaw is currently on 30-day read. Suggestions to tweak the language in the liaison section were made during a full Board meeting. Members discussed changes to that language during this policy meeting. The revised language is now ready to go back before the full Board for a vote.
- d) **Bylaw 9121 - Chairperson:** This bylaw is currently on 30-day read. Suggestions to tweak some language were made during a full Board meeting. The policy is now ready to go back before the full Board for a vote.
- e) **Bylaw 9122 - Vice Chairperson:** This bylaw is currently on 30-day read. Suggestions to tweak some language were made. The policy is now ready to go back before the full Board for a vote.
- f) **Bylaw 9123 - Secretary:** This bylaw is currently on 30-day read. Suggestions to tweak some language were made during a full Board meeting. The policy is now ready to go back before the full Board for a vote.
- g) **Bylaw 9130 - Committees:** Kendra Wiesel is researching this bylaw, comparing it to other bylaws in seven other districts as well as the recommended CABE bylaw. Members discussed her findings, which include a need to add a timeframe for when subcommittee appointments should be reviewed. Members favored suggesting a two year review after the election cycle, which is currently done in Suffield however it is not part of the bylaw. Members favored suggesting appointments be made during the January business meeting following elections. Members also discussed whether to keep the Special/Advisory

Committees as a separate bylaw or combine it with 9130. Members favored combining the two. Members discussed what committees should move forward as part of this bylaw. Ms. Wiesel is still researching this but plans to make a recommendation pertaining to establishing new committees to the full Board for a vote in April, so additional committees can be in place and begin their work while the process to review the specific wording of this bylaw continues. Ms. Wiesel plans to present the subcommittee with suggested language for a revised bylaw at its next meeting.

### **3) Adjournment**

Ms. Berasi and Mr. Hendrickson left the meeting at 6:10 pm. The subcommittee meeting adjourned at 7:23 pm.