

**Suffield Board of Education  
Policy Subcommittee Meeting Minutes  
1-22-18 at 5:00 pm  
Central Office Conference Room**

Attendees: Board members: Debra Dudack, Susan Mercik Davis, Maureen Sattan, and Kendra Wiesel, as well as Superintendent Karen Berasi.

**I. Call to Order: 5:05 pm**

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

1. **9000 Series of the Bylaws**

- a. Subcommittee members discussed making revisions to the following bylaws in section 0 of the 9000 series: 9000 - Role of Board and Members; 9005 - Statement of Integrity; 9010 - Limits of Authority; 9012 - Legal Responsibilities of Boards of Education; 9020 - Public Statements; 9030 - Commitment to Democratic Principles in Relation to Community, Staff and Students; 9040 - Board Member Responsibilities.
- b. Subcommittee members discussed eliminating Bylaw 9050 - Board-Administrator Relationship to avoid redundancy as the same topic appears in the 2000 series of Board policies.
- c. It was determined that additional review is needed in terms of locating a policy on complaints and grievances that is referenced in Bylaw 9030 but does not exist in Board policy under the number referenced in the bylaw. The subcommittee is also planning to do further research on whether a policy needs to be implemented to establish board liaisons for staff teams, which is also referenced in Bylaw 9030.
- d. The subcommittee discussed the benefits of utilizing a Chromebook during meetings to facilitate the editing of policies and bylaws in real time and successfully implemented the practice during the meeting. This prompted discussion as to whether all Board members would benefit from utilizing Chromebooks in their work and whether they should have the option of accessing policies solely in digital form as opposed to maintaining a policy binder. The Superintendent offered to make each option available to the full Board. At a minimum, a full policy binder will be maintained at Central Office. Members recommended updating the Table of Contents for each section in that binder, and any binders that members choose to maintain, so that titles and numbers for bylaws and policies that are not in existence for Suffield Public Schools be eliminated. Currently the Table of Contents follows a recommended list from CAFE, however all districts do not have all recommended bylaws and policies, which is the case here in Suffield.
- e. The subcommittee discussed when revised bylaws should be presented to the full Board for review. It was determined that once revisions to a section are complete, those bylaws will be forwarded to the full Board for review as opposed to waiting for all Bylaws to be revised prior to sending them to the full Board.

- f. The subcommittee discussed new research assignments for members which include the following:
  - i. Maureen Sattan: Section 3 & 3A: 9300, 9310, 9311, 9311.1, 9312, 9313
  - ii. Susan Mercik Davis: Section 3A: 9314 and 9315
  - iii. Kendra Wiesel: Section 1C: 9130 and all others in 1C
  - iv. Debra Dudack: will browse 3B to determine if those should be individually researched and brought to subcommittee for discussion or if the subcommittee should research and discuss these bylaws together during a meeting.
- g. The subcommittee scheduled an additional meeting on Monday, January 29 from 5:00 pm to 7:00 pm to make additional revisions to the 9000 series as well as to begin discussion on revising the wellness policy (6142.101). Additional subcommittee meetings are scheduled for February 5 (retention policy, exit interview policy, and 9000 series) and February 26 (TBD), both at 5:00 pm.
- h. The subcommittee also discussed the need to revise the student discipline policy in accordance with changes to state law, which will be added to a future agenda.

### **III. Adjournment**

The subcommittee meeting adjourned at 7:07 pm.