

**Suffield Board of Education**  
**Policy Subcommittee Meeting Minutes**  
**Monday, June 15, 2020 at 5:00 pm**  
**via Zoom**

**Attendees:** Debra Dudack, Jamie Drzyzga, Susan Mercik Davis, Brain Fry, Scott Lingenfelter (at approximately 5:30 pm), Superintendent Tim Van Tassel, Assistant Superintendent Michelle Zawawi, and Director of Special Services Diana Kelley.

**I. Call to Order: 5:02 pm**

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

1. **Policy #5113 - Attendance, Excuses, Dismissal**: Subcommittee members discussed the District's current policy as it relates to recommended language from the Connecticut Association of Boards of Education and Shipman & Goodwin. Members also discussed language in the Enfield policy that includes loss of credit for courses after a specified number of absences and indicated interest in adding similar language to the Suffield policy. Members also discussed adding language into the Suffield policy to discourage tardiness and early dismissal of students at the elementary levels, which could include required meetings between parents and administrators should tardies and early dismissals reach a certain number per year. The District will work to add suggested language into the current policy for the subcommittee's consideration at its next meeting.
2. **Policy and Regulation #5125 - Students Records/Confidentiality**: Subcommittee members discussed whether to add recommended language into the policy and regulation, at the suggestion of the Superintendent. However, upon further review, the Superintendent recommended revising the entire policy to adhere to Shipman and Goodwin recommendations, as the current policy appears to be outdated. The subcommittee agreed that the policy should be revised. The District will work on new language to present to the subcommittee at its next meeting.
3. **Future Business**: Subcommittee members expressed interest in revisiting the District's policy on class sizes. The committee expects to take this up again at the start of the new school year.

**III. Adjournment**

The subcommittee meeting adjourned at 5:53 pm.