

**Suffield Board of Education**  
**Policy Subcommittee Meeting Minutes**  
**July 27, 2020 at 5:30 pm**  
**via Zoom**

**Attendees:** Debra Dudack, Susan Mercik Davis, Scott Lingenfelter, Jamie Drzyzga and Superintendent Tim Van Tassel

**Absent:** Brain Fry

**I. Call to Order: 5:31 p.m.**

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

1. **Bylaw #9326 - Minutes:** Subcommittee members discussed updating this Bylaw in accordance with suggested revisions that members drafted in 2018 but put on hold pending an audit of policies by the Connecticut Association of Boards of Education. The language revisions eliminate the need to contain a master copy of policies in a fireproof vault and state that minutes should reflect Board action and a summary of discussion, as opposed to verbatim conversation. During discussion, subcommittee members indicated that their preference for minutes would be to summarize what Board members state without specifically mentioning names, except in circumstances involving controversial topics where it may be beneficial to articulate who stated what. If members wish to have their names associated with specific comments, subcommittee members agreed that they are free to make a motion during a full Board meeting and request to have the content added. Members decided to send the revised Bylaw to the full Board for consideration on 30-day read.
  
2. **Proposed temporary revisions to policy regulations due to COVID-19:** Subcommittee members discussed proposed revisions or additions of 16 policies, as well as proposed revisions to the Handbook and Annual Notifications to Parents and Students from Shipman & Goodwin due to COVID-19. After a brief discussion of whether the formal updates are needed or whether the Board is free to deviate from existing policies due to the unprecedented nature of the pandemic, members decided to follow the recommendations from legal counsel and adopt the temporary revisions in a new section of the Policy Manual as suggested. The revisions are to the following policies, all of which are being sent to the full Board for consideration on 30-Day Read: Series 1000 - C19 Community/Board Operation - Policy Regarding Visitors and Observations in School; Series C19 COVID-19 Policies and Regulations - Policy Concerning Temporary Policies and Regulations Related to the COVID-19 Pandemic; Series 4000 - C19 Personnel - Families First Coronavirus Response Act Leave (New); Series 1000 - C19 Community Board Operation - School Volunteers, Student Interns and Other Non-Employees; Series 5000 - C19 Students - Transportation; Series C19 - Policy Concerning Health & Safety Protocols Related to COVID-19 Pandemic; Series 1000 - C19 Community/Board Operation - Policy Regarding Green Cleaning Programs; Series 5000 -

C19 Students - Use of Private Technology Devices by Students; Series 4000 - C19 Personnel - Employment and Student Teacher Checks; Series 5000 - C19 Students - Student Discipline; Series 5000 - C19 Students - Student Attendance, Truancy and Chronic Absenteeism; Series 1000 - C19 Community/Board Operations - Use of School Facilities; Series 9000 - C19 Bylaws - Meeting Conduct; Series 4000 - C19 Personnel - Policy Regarding Employee Use of the District's Computer Systems and Electronic Communications; and Handbook and Annual Notifications to parents.

3. **Discussion of Policy Services**: Subcommittee members discussed whether to shift from primarily utilizing model policies from the Connecticut Association of Boards of Education (CABE) to using those provided by Shipman & Goodwin. Members expressed support for moving to the Shipman & Goodwin versions, and plan to do so gradually as new changes are mandated from the state and as other policies warrant review and updating.

### **III. Adjournment**

The subcommittee meeting adjourned at 6:08 p.m.