

**Suffield Board of Education
Policy Subcommittee Meeting Minutes
December 10, 2020 at 5:30 pm
via Zoom**

Attendees:

Subcommittee Members: Debra Dudack, Brian Fry, Scott Lingenfelter, Susan Mercik Davis and Jamie Drzyzga

Other Board of Education members: Maureen Sattan (joined at 5:37 p.m.)

District: Superintendent Tim Van Tassel, Assistant Superintendent Michelle Zawawi and Director of Special Services Dianna Kelley

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

II. Policies for Review and Discussion:

1. **Policy #6151 - Class Size**: Subcommittee members discussed recommending revised language to this policy that states that while the collective bargaining agreement between the Board and Suffield Teachers Association sets maximum class size limits, in many cases the Board supports smaller classes which should be informed by best practice and other sources. The language also sets minimum guidelines for secondary and general education classes of 10 students and states that the District should make reasonable efforts to abide by that number. Subcommittee members recommended that the language move to the full Board on 30 Day Read.
2. **Policy #6177 - Use of Commercially Produced Video Recordings**: Subcommittee members discussed recommended changes to the policy to place time limits for videos used in a classroom setting. Subcommittee members recommended that the language move to the full Board on 30 Day Read.
3. **Policy #5125 - Student Records Confidentiality**: Subcommittee members discussed recommended changes to the policy to limit free copies of student records to one request, while adding a charge of \$0.50 per page for additional requests except in cases of financial hardship. The changes come at the recommendation of the District's legal counsel who provided suggested language for the policy. Subcommittee members recommended that the language move to the full Board on 30 Day Read.
4. **Bylaw #9326 - Minutes**: Subcommittee members discussed possible revisions to the Bylaw to include adding a link to video recordings as well as time stamps for where viewers can access certain segments of meetings. The subcommittee plans to revisit this concept at its next meeting, as well as consider additional revisions to the Bylaw.

III. Adjournment

The subcommittee meeting adjourned at 6:28 p.m.