

**Suffield Board of Education**  
**Policy Subcommittee Meeting Minutes**  
**Friday, February 3, 2023**  
**8:30 a.m.**  
**Central Office Conference Room**

Attendees: Josh Barrows, Brian Fry, Maureen Sattan; and Superintendent Timothy Van Tasel, Assistant Superintendent Michelle Zawawi and Human Resource Specialist Kathy Carney

Absent: Tracy Cloyd, James Mol

**I. Call to Order** - Board member Fry called the meeting to order at 8:35am.

**II. Policies for Review and Discussion**

Policy #4117.6/4217.6 Exit Interviews: Kathy Carney presented the online exit interview survey tool that she will provide to exiting employees. Survey tool will operate on the Frontline platform.

Kathy Carney exited meeting 8:42am.

Policy #6174 Summer Learning Academy and #5123.2 Summer School Work for Credit: Michelle Zawawi shared with the subcommittee that the administration plans to start charging fees for participation in Summer programs per existing policy. This will be done in an effort to improve program attendance. Subcommittee member asked for an update next year regarding the impact of this operational change.

Policy #3280 Gifts, Grants, and Bequests: Superintendent Van Tasel proposed language change that would clarify the handling of monetary funds by faculty and students. All monetary transactions are to occur through district accounts and all grant applications will require advanced written approval by administration. Additional language will be proposed to distinguish between BOE and non-BOE grant applications and will be discussed further at our next subcommittee meeting.

**III. Adjournment** - The subcommittee meeting adjourned at 9:11am.