Suffield Board of Education
Policy Subcommittee Meeting Minutes
Friday, January 24, 2025
8:30 a.m.
Central Office Conference Room

Attendees: Brian Fry, James Mol (via Zoom, exited at 9:30), Maureen Sattan, Michael Sepko (exited at 9:15), Greg Sparzo, Assistant Superintendent Michelle Zawawi, and Superintendent Matthew Dunbar

Absent: None

I. **Call to Order** - Board member Fry called the meeting to order at 8:38 a.m.

II. **Policies for Review and Discussion**
    a.   Policy #6141.3272 Generative AI (Artificial Intelligence)
    Generative AI was discussed at length. Proposed language was discussed and agreed on. Superintendent will provide policy chair examples of other districts' AI policies for review. A "cleaned up" version of policy (with agreed upon changes) will be made available to policy subcommittee members next week for review. Unless there is reason to deliberate further, policy is then intended to go to "first read" by the full BOE at next regular business meeting.

    b.   Policy #2100 Administrative Staff Organization
    Administrative Staff Organization reviewed and found to be outdated and inaccurate. Proposed changes were agreed upon and will be moved to "first read."

    c.   Policy #2120 Organization Chart(s)
    Organization Chart(s) reviewed. Language change agree upon. Will strike phrase the "minimally once a year." as it is not current practice. Remainder of policy will be left unchanged. Policy will move to "first read."

    d.   Policy #2130, Policy #2131.1, Policy #2131, Policy #2151, Policy #2200, and Policy #2232.1
    Policies were all reviewed. No proposed changes. Conversation did lead to the recognition of the need for a current "Administrative Structure Chart" and the need for detailed "job descriptions." This will be provided by the superintendent at a future meeting.

III. **Adjournment** - The subcommittee meeting adjourned at 9:46 a.m.