

Board of Education, Ellington, CT Policy Committee Meeting Minutes

The Policy Committee of the Ellington Board of Education met on Monday, October 7, 2013 at 7:00 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

Attendees: Mr. Vincent Mustaro, CABE, Senior Staff Associate for Policy Service
Mr. Stephen Cullinan, Superintendent
Committee Members: Mrs. Tracey Kiff-Judson, Mr. Andrew McNamar,
Mr. Howard Friedman, Mrs. Kris Picard-Wambolt, Mr. Dale Roberson (7:42 p.m.)

Call to Order: The meeting was called to order at 7:00 p.m. by Committee Chairperson, Kris Picard-Wambolt.

Agenda Items:

Review and Discussion of CABE's Customized Policy Service – Vincent A. Mustaro, Senior Staff Associate for Policy Service

Mr. Vin Mustaro distributed a procedural review packet to committee members. He conducted a very detailed and comprehensive review of the information contained within the packet. He went over the logistics of the process to complete the policy review that will ultimately result in a new district policy manual. He reviewed and defined all annotations used as part of the policy review. Some policies were determined to be "Appropriate as written" which means it is legal as stands; CABE does not evaluate the content of the policy beyond any legally mandated inclusions. Others have suggested modifications. CABE also included some sample policies for comparison and consideration on topics for which we are currently lacking. Not every possible policy is included as sample, yet all possible titles are indicated in the chart included with the first draft. If there is a policy that we are interested in, yet was not included, we just need to send an email request to Vin and he will provide us with samples of any and all requested policies. At this point, CABE has finished reviewing and returned first drafts of the 9000 series and the 0000 series of policies. These two sections have been sent to committee members electronically and were also available on hard copy at the meeting. The next step is for the committee to read through all of the policies within each series starting with 9000 and determine if each policy is in keeping with Board philosophy on each topic. We are to consider which policies we feel should be included in our manual. We will make any changes, additions and deletions in red pen on the first draft and send the marked copy back to CABE. They will then create a second draft that will be labeled at the bottom of each policy "Reviewed and approved by policy review sub-committee." This will then be submitted to the full Board for approval and adoption. The policy review sub-committee may include additional members of administration, depending upon which series is being reviewed. Once approved and adopted by the full Board, the packet will once again be returned to CABE with the approval date indicated. They will then print off a hard copy with policies on blue paper and regulations on yellow paper. This process will be done for each series of policies.

It was determined that prior to the next Policy Committee meeting on Thursday, November 14, 2013, committee members will review the entire 9000 series and 0000 series. Each member will indicate any additions, deletions or changes he/she finds necessary for any policy in the series. These policies will then be flagged for discussion at the meeting.

Old Business

None

New Business

None

Adjournment

A motion was made to adjourn.

1st. Mr. Howard Friedman 2nd. Mr. Andrew McNamar

VOTE: Unanimous. Motion passed.

Kris Picard-Wambolt adjourned the meeting at 8:26 p.m.

Respectfully submitted by _____

Kris Picard-Wambolt, Policy Committee Chairperson