

**Board of Education, Ellington CT  
Policy Committee Meeting Minutes**

The Policy Committee of the Ellington Board of Education met virtually on Monday, January 11, 2020, at 5:15 p.m.

**Attendees:** Dr. Scott Nicol, Superintendent, Ms. Miriam Underwood, Board of Education member

**Committee Members:** Ms. Liz Nord, Ms. Jen Dzen, Ms. Kris Picard-Wambolt

**Absent Committee Members:** Ms. Kerry Socha, Mr. Michael Purcaro

**Call to Order:** The meeting was called to order at 5:16 p.m. by Ms. Picard-Wambolt.

**Agenda Items:**

**1. Continued Discussion of Revised Bylaw 9326 - Minutes/Taping**

Based on Committee feedback at our last Policy Committee meeting, Dr. Nicol made further revisions to this bylaw, the resulting bylaw was presented this evening for Committee review. Revisions included the minimum three month time frame for retaining video and audio recordings was changed to three years. The requirement to have Board minutes available in unapproved form within 72 hours, now includes committee minutes as well. Lastly, all permanent minutes will be signed by the Board Secretary as a function that they were approved by the full Board. Committee members changed this language to include only full Board meeting minutes will be signed by the Board Secretary, whereas Committee meeting minutes will be signed by the Chair of each Committee. There was further discussion regarding the 72 hour and 48 hour requirement. Additionally, the logistics of time stamping video recordings was also discussed. Dr. Nicol assured the committee this could be done with the new equipment the Board already approved, and the function of doing it can be done by current staff and a reallocation of existing tech stipend money. There were no other concerns regarding this revised bylaw.

A motion was made to recommend to the full Board acceptance of revised Bylaw 9326 – Minutes/Taping as amended.

1<sup>st</sup>. J. Dzen

2<sup>nd</sup>. L. Nord

VOTE: Unanimous. The motion passed.

**2. Discussion of Revised Bylaw 9132 - Standing Committees**

This bylaw was brought for review and possible revision as a result of discussion for the above mentioned Bylaw 9326. It seems there is some confusion and inconsistency regarding the writing of committee meeting minutes. This bylaw currently states each committee chair shall be responsible for the committee minutes. After committee discussion, it was determined this should be revised to read each committee chair or his or her designee shall be responsible for the committee meeting minutes and requirements will be aligned with Bylaw 9326. Upon further discussion, it was determined language regarding each committee conducting an annual assessment of the school system as it relates to that committee and identifying committee goals for that year is not current practice, nor necessary, and was deleted from the bylaw. There were no additional concerns.

A motion was made to recommend to the full Board acceptance of revised Bylaw 9132 – Standing Committees as amended.

1<sup>st</sup>. L. Nord

2<sup>nd</sup>. J. Dzen

VOTE: Unanimous. The motion passed.

**Adjournment:**

A motion was made to adjourn the meeting.

1<sup>st</sup>. J. Dzen

2<sup>nd</sup>. L. Nord

VOTE: Unanimous. The motion passed.

The meeting was adjourned at 5:55 p.m. by Ms. Picard-Wambolt.

Respectfully submitted by \_\_\_\_\_

Kris Picard-Wambolt, Policy Committee Chair