

**BOE Policy Committee Minutes
January 31, 2013
SHS Library Media Classroom
6:00 p.m.**

A meeting of the Board of Education Policy Committee was called to order at 6 p.m. Thursday, January 31, 2013 in the Library Media Center at Stonington High School.

Present were: Board members –Frank Todisco, Kevin Bornstein and Gail MacDonald

Also present: Dr. Van Riley, Superintendent; Tom Bousquet, Middle School Dean of Students

BOE Handbook:

It is desired to have a standalone BOE handbook. Policy committee will get samples from other districts to review for format and content. Ultimately this handbook must be consistent with the 9000 series policies which have not been reviewed for many years. 9000 series policies will be reviewed by policy committee and suggestions for changes presented at the next Policy committee meeting.

Procedure/Policy for hiring new administrators:

An existing 'Procedure for hiring administrators in Stonington' was reviewed. It was generally agreed that

1. Such a 'procedure' should in fact be a policy
2. The procedure, such as it exists, has some issues that need to be resolved (i.e. superintendant not being involved in the interview process)

The existing 'procedure' will be formalized and presented as a policy at the next policy meeting.

Proposed New/Revised Policy Coversheet and Procedure:

The process utilizing the proposed Policy Review Coversheet was discussed and adopted.

Policy Review Cycle:

The entire policy book will be administratively reviewed by the end of the summer

In support of the next policy meeting, the Superintendant will generate an ongoing review schedule for the policies. Review schedule should have a Sept 2013 baseline

Three special full board policy discussion meetings are planned to review policy direction. (Oct 3 2013, Feb 6 2014 and May 1 2014).

Policy Discussion:

- Field trips (overnight, out of state, out of country) were discussed in particular those that occur outside of the normal school year. It was brought up that approving these at a board level introduces liability. Van will investigate further
- Volunteers/Chaperones were discussed again as a new policy. Critical elements:
 1. Volunteers shall not be allowed to be alone with students
 2. If the volunteer is with a member of certified staff then no background check is required
 3. If there is no certified staff member, then there shall be no fewer than two adults, both of which have had background checks.

Van will write up the policy proposal

There being no further business, the meeting was adjourned at 7:00 p.m.

A. Next Meeting: February 21, 2013