

WESTBROOK BOARD OF EDUCATION  
**Policy Subcommittee Meeting**  
Thursday, April 23, 2020 @ 4:15 p.m.  
via Google Meet

The Policy Subcommittee met via Google meet on Thursday, April 23, 2020 at 4:15.

Present: Kim Walker, Chair, Zachary Hayden, Mary Ella Luft, Mike Esposito  
Patricia A. Ciccone, Superintendent  
Guest, Natalia Sieira Millan, Shipman & Goodwin Associate  
Ben Russell, IT Specialist

MINUTES

- I. CALL TO ORDER – Kim Walker, Chair, called the meeting to order at 4:17 pm. and introduced Atty. Natalia Sieira Millan, who will be assisting the Committee with policy and how to proceed to update the policies to make sure they are legally compliant and online. Natalia commented that Anne Littlefield has done some preliminary work on the policies and Natalia will be conferring with her. Mike Esposito commented on also placing regulations online. This was previously discussed at the February meeting and it was the recollection that the Committee would check to see what best practices are in other districts.
- II. APPROVAL OF MINUTES: February 20, 2020: Moved by Mary Ella Luft and seconded by Zach Hayden to move this item to later on the agenda. Vote unanimous. The minutes of the February 20, 2020 Policy subcommittee meeting were tabled due to confusion about the administrative regulations being posted and revision of a policy to have the board have the ability to update regulations. Mike Esposito requested the minutes reflect the policy number discussed at the 2/2/2020 meeting. He will email his requested revision to Cecilia and the Policy subcommittee members.
- III. CONTINUED DISCUSSION ON UPDATING ONLINE POLICIES: There was a discussion on the date/timestamps listed on the online policies. It was concluded that the dates should be removed to avoid confusion.
- IV. REVIEW DISTANCE EDUCATION POLICY: The Policy Subcommittee was provided with the current online Distance Education Policy and also the Shipman & Goodwin Distance Education policy. Zach Hayden suggested that the Covid 19 piece from the Shipman & Goodwin policy be added to

Westbrook's policy. Natalia will cross reference the two policies – she added that Shipman & Goodwin policies are more concise, but it is a local preference or decision as to content. She will begin reviewing the policies and make recommendations to the Committee to move forward. Zach Hayden asked if there is a timeline and Natalia responded that she is unsure at this point. First, she will concentrate on the Distance Learning policy relative to the Covid19 pandemic. Superintendent Ciccone added that it would be helpful to have the Covid19 language in the Distance Learning policy for May 12<sup>th</sup>, and Kim Walker added it could be produced at the May 12<sup>th</sup> regular BOE meeting. The Policy Subcommittee may need to meet before that – Cecilia will check for dates.

As to the question on a “search” option to find specific policies online, Ben Russell will look into it. However, he stated that it would be a project. He will provide possible options to Cecilia. Zach Hayden referred to CAFE's service that provides an option for that; however it may involve a significant fee.

- V. ADJOURN: Moved by Mike Esposito and seconded by Mary Ella Luft to adjourn at 4:55 pm. Vote unanimous.

Respectfully submitted