

**WESTBROOK BOARD OF EDUCATION
Thursday, October 20, 2016 @ 4:00 p.m.
Policy Sub-Committee Meeting
BOE Conference Room**

MINUTES

Present:: Marti White, Dee Adorno, Don Perreault, Kim Walker

Absent: Mary Ella Luft

Also Present: Superintendent Patricia A. Ciccone

- I. CALL TO ORDER – The meeting was called to order by M. White, Chair at 4:05 p.m.
- II. APPROVAL OF MINUTES: July 21, 2016 – Moved by K. Walker and seconded by D. Perreault to approve the minutes of July 21, 2016. Vote unanimous.
- III. NEW BUSINESS: The Policy Committee reviewed materials provided by the Department of Homeland Security and FBI, regarding criminal justice information, fingerprinting and background information and how that information is handled primarily in the pre-hiring screening process or in any employee updating of credentials/licenses. The committee reviewed the need to secure any information we receive. This includes schools, central office, and any third parties who may have access to the information.
- IV. ADJOURN: Moved by Don Perrault and seconded by Dee Adorno to adjourn at 5:15 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

The next Policy meeting is scheduled for November 17, 2016.