

**WESTBROOK BOARD OF EDUCATION
POLICY SUBCOMMITTEE**

**Thursday, August 25, 2011 @ 6:00 p.m.
Board of Education Conference Room**

M I N U T E S

Members Present: Marti White, Dee Adorno, Maureen Westbrook, Pat Labbadia III
Also Present: Patricia Charles, Superintendent; Jeffrey Newton, Director, Special Services

- I. Call to Order: The Policy Meeting of 8/25/2011 was called to order at 6:00 p.m. by Marti White, Chair.
- II. Approval of Minutes: May 5, 2011 – Moved by Mrs. Adorno and seconded by Mrs. Westbrook to approve the minutes of May 5, 2011. Vote unanimous.
- III. Policy 5131.91 –Bullying – Dr. Charles highlighted the mandated changes which include cyber bullying, definition of bullying, Safe School Climate Plan and the appointment of a coordinator to be established by July 2012. Dr. Charles said that schools are required to have a prevention program and must document the number of bullying cases. School climate assessment is required every two years. The bullying policy will be brought before the full board for approval along with the school climate plan and will be posted on the school website by January 2012.

The committee entered into a discussion on suspension/expulsion and the policy on expungement. It was suggested that the policy be discussed with administrators.
- IV. Policy 6146 – Graduation Requirements – The revision of Policy 6146 on Graduation requirements reflected the change of dates to extend the institution of the policy change. Changes will take effect commencing with the graduating class of 2020. Other changes are identified in the attached policy.
- V. Policy 5113 – Students Attendance/Excuses/Dismissal: Changes to policy 5113 are as attached.
5113.2 – Truancy – Discussion involved the suggested changes on notifying parents of a student’s absence from school. Changes are reflected on the attached policy.
- VI. Policy 5141.21 – Administering Medications – A revision of Policy 5141.21 with mandated changes was reviewed and will be reviewed by the school medical advisor and then will be brought before the full board.
- VII. Policy 9325 – Bylaws – Quorum: The committee discussed suggested changes to Policy 9325 on the number of members present needed to vote or hold a meeting.

The suggested policy will be brought before the full board as follows: A quorum is required as indicated in the bylaws. In conclusion, the sub-committee would like the bylaws to read: *The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business, except as provided by law. No motion shall carry or pass without the affirmative vote of a majority of at least four members of the Board. At least ½ of the members of a sub-committee shall be necessary to constitute a quorum for the transaction of business of said sub-committee.*

VIII. Public Session: None

IX. Policy 3170 was added to the agenda. The current policy was reviewed. It was agreed that discussion on Business/Non-Instructional Operations (Policy 3170) would continue at a regular BOE meeting regarding the approval of BOE bills.

X. Adjournment: Moved by Mrs. Westbrook and seconded by Mrs. Adorno to adjourn at 7:50 pm. Vote unanimous.

Respectfully submitted,
Cecilia S. Lester,
Board Recording Clerk