

**WESTBROOK BOARD OF EDUCATION  
EDUCATE, CHALLENGE, & INSPIRE  
Policy Subcommittee Meeting  
Thursday, March 18, 2021 @ 4:15 P.M.**

**MINUTES**

Members Present: K. Walker, M. Luft, M. Brigham, Z. Hayden, M. Esposito

Also Present: Superintendent Kristina J. Martineau

- I. Call to Order: K. Walker, Chair, called the meeting to order at 4:16 pm
- II. MOTION to approve the minutes of February 25, 2021 by Z. Hayden and SECOND by M. Luft. Vote unanimous
- III. Dr. Martineau updated the committee on the CAFE online process which should be live in 6-8 weeks. All policies have been converted to word and will be sent to CAFE. If any changes/revisions are needed after the manual is live, it will take 48 hours for the changes to be updated.

The Westbrook Logo was discussed.

The Committee discussed the need to create a calendar/timeline based on our policies: For example, superintendent evaluation, update missions/goals.

In order to establish a policy review cycle and determine a timeline/calendar, it was decided that each member of the subcommittee will review/scan a series to look over each policy within that series for calendar events, dates policies were adopted (noting older documents that may need to be revised), policies that may have been revised recently but the date was not changed on the policy, and also to make sure specific names of staff/administrators are not written in the policy. All policies should have the title not a specified name.

Series Assignments:

1000 & 2000 MaryElla

3000/5000 Mike

4000/9000 Kim

6000 Michele

All subcommittee members will also review the 0000 series to determine which policy updates in this series need to be prioritized over the next few months.

Superintendent Martineau will consider reviewing CAFE's policy 0523 on Equity and Diversity for the 0000 series.

At our next meeting scheduled for April 22<sup>nd</sup>, the subcommittee will discuss their findings and have a discussion on which series should be prioritized in this annual review cycle and create a calendar. This will also help the subcommittee to establish a policy oversight process

- IV. ADJOURN: MOTION to adjourn by M.Brigham and SECOND by M. Esposito at 5:08 p.m. Vote unanimous

TBA