

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
December 2, 2024

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:34 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person), Lynn Piascyk (in person), Steven Lawrence (remote), Board of Education Members; Vonda J. Tencza, Superintendent; and Mary Vincitorio, WEA.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- ❖ 9322-Public and Executive Sessions
- ❖ 9323-Construction of Agenda
- ❖ 9324-Advance Delivery of Meeting Materials
- ❖ 9325-Meeting Conduct
- ❖ 9325.1-Quorum and Voting
- ❖ 9325.2-Order of Business
- ❖ 9325.21-Consent Agenda
- ❖ 9325.3-Rules of Order
- ❖ 9325.4-Vote Recording
- ❖ 9325.43-Attendance at Meetings via Electronic Communications
- ❖ 9327-Electronic Mail Communication
- ❖ 9330-Board/School District Records
- ❖ 9340-School Board Memberships
- ❖ 9360-Legislative Program
- ❖ 9400-Monitoring Products and Processes
- ❖ 9420-Recognition for Accomplishment
- ❖ 5131.81-Electronic Devices
- ❖ 5131.911-School Climate

No additional changes were made to 9325, 9325.2, 9325.3 9327 and 9420. There was general consensus that it was not necessary to add Policy 9325.1 as this process is covered by Town Charter and other policies. It is noted for the record that when reviewing policies, CABE utilizes an “a”, “b” etc. format designation on individual pages in a multiple page policy in a PDF document. This formatting is generally omitted in the actual printing of hard copy packets as each policy, including multiple page docs, is downloaded in a “word” format from the website, revised and printed as one document with the policy language being exactly the same in both the PDF and word formats.

In addition to the language modifications submitted for review, additional changes were made as follows:

- Policy 9222 was revised to delete “require” in #1 and replace it with “request”.
- Policy 9323 was revised to add “on-line” in the 1st sentence under *Posting of Agenda*.
- Policy 9324 was revised to add “on-line” after public in the 2nd paragraph.
- Policy 9325.4 was revised to include “two (2) working days” after 48 hours in the 2nd sentence, delete “for votes or minutes of special and emergency special meetings” in the 3rd sentence and “votes” was added in the 4th sentence before “shall”. Under “Minutes” in the 1st sentence, “Secretary” was replaced with “Clerk”. In the 4th sentence “working” was added after “seven”. In the 6th sentence “working” was added after “seven”, and “excluding any Saturday, Sunday or legal holiday” was deleted. In the last sentence “three working days” was added after “72 hours”.
- Policy 9325.21 was modified striking “routine” in 5th bullet along with removal of all words contained within the ().
- Policy 9325.43 was changed to remove the last sentence in the 2nd paragraph and in the last line “himself/herself” changed to “themselves”.

- Policy 9330 was modified to remove “photostated” in the 3rd sentence of the 1st paragraph, #4 “trade secrets” was deleted, and in the 6th sentence deleted the wording in the () and adjusted the numbering sequence under *Designation of Records Access Officer*.
- Policy 9340 was deleted in its entirety.
- Policy 9360, #1 was deleted in its entirety, in #2 “these’ was replaced with “relevant” and in #3 “both direct and indirect” was deleted.
- Policy 9400 in the 2nd paragraph, “program of” was deleted. In #1 the 2nd sentence was deleted. In #2 “at a study or executive session” was deleted and “to the extent possible” was added after “and”. In. #4 “and areas for improvement” was added after “strengths”. In #5 “fairly frequent” was deleted. Under *Performance Objective*, 4th sentence “an individual” was replaced with “the Board” and the last sentence was deleted. Under *Policy Review and Evaluation* the entire paragraph was stricken.
- Policy 5131.81 Page 2, 2nd paragraph 1st sentence “shall” was replaced with “may” in both places as well as in the 2nd sentence.

It was noted that we are still awaiting additional information and documentation from the CSDE in support of Policy 5131.911. Administration is still compiling various documents and forms and comparing our current practices to what is being mandated by the CSDE. It is anticipated this policy will not be adopted until the spring.

All policies reviewed and/or revised were submitted for 30-day review for the December 16 meeting with the exception of 5131.911 – School Climate.

PUBLIC COMMENT: None

Meeting Adjourned: 5:39 PM