

Minutes of the Board of Education **Policy Subcommittee Meeting** held on Wednesday, **March 9, 2011**, in the Board of Education Offices.

**Committee Members Present: Melanie O'Brien, Stuart Carlsen, Robin Renner**

**Committee Members Absent: Kristen Lacey (Alt.)**

Attendance: G. Chesley, Superintendent, J. Jordan, Associate Superintendent, and Larry Craybas, ex officio member (arrived 6:40 PM, left 7:30 PM)

Meeting called to order by Melanie O'Brien, Chairperson, at 6:32 p.m.

**1. Policy Review**

- a. New Policy/Regulation 5141.21 – Administering Medications  
Presentation by Linda Pica and Betty Avery School Nurse  
Coordinator for Policy and Regulations training. Linda Pica presented the proposed new policy which was derived from model language furnished from BOE counsel. The new policy, once approved, will replace the former policy. Training will be conducted by the school nurses. After the presentation and questions, it was determined that the Policy/Regulation 5141.21 would be submitted to the Board for a first reading at the 3/10/2011 meeting.
  
- b. Bylaws – Series 9000  
With the exception of a few new policies addressing telephonic meetings and email, this is an existing series of policies. The following sections were discussed and reviewed for substance, form and conformance with other policy sections or related materials. After discussion of and corrections/edits to the proposed policies, it was agreed that the policies, as edited and approved, would be presented to the Board for approval at its March 10, 2011 meeting.

**2. Members**

- A. Election
  - (1) Filling Vacancies ..... 9221
  - (2) Resignation/Removal from Office ..... 9222
- B. New Board Member Orientation ..... 9230
- C. Board Member Development ..... 9240
- D. Remuneration and Reimbursement..... 9250
- E. Board Member Protection ..... 9260
- F. Conflict of Interest ..... 9270
  - (1) School Board Member Ethics ..... 9271

- 3. Methods of Operation ..... 9300
  - A. Development, Distribution and Maintenance of Manual  
of Policies, Regulations, Bylaws..... 9310
    - (1) Formulation, Adoption, Amendment of Policies..... 9311
    - (2) Formulation, Adoption, Amendment of Bylaws..... 9312

RECEIVED

2011 MAR 11 P 3:10

TOWN OF BETHEL  
TOWN CLERK

(3) Formulation, Adoption, Amendment of Administrative Regulations .....	9313	B
(4) Suspension of Policies, Bylaws, Regulations .....	9314	B
B. Meetings		
(1) Time, Place, Notification of Meetings.....	9321	B
(2) Public and Executive Sessions .....	9322	B
(3) Construction of Agenda .....	9323	B
(4) Meeting Conduct .....	9325	B
(a) Quorum.....	9325.1	B
(b) Order of Business .....	9325.2	B
(c) Electronic Participation .....	9325.43	B
(d) Electronic Communications Among Board Members .....	9327	B
(5) Minutes/Taping/Broadcasting .....	9326	B
C. Board/School System Records.....	9330	B
4. Monitoring Products and Processes.....	9400	B

- c. Review of Federal Guidance Relative to School Policy  
    Dr. Jordan distributed materials for review to be discussed at a later date.

2. Audience Participation

NONE

Meeting adjourned at 8:17 p.m.

Melanie O'Brien, Chair  
Recorder