



Policy Committee Meeting  
Tuesday, April 1, 2025  
9:00 AM  
Remote Session

---

- I. CALL TO ORDER, VERIFICATION OF QUORUM
- II. APPROVAL OF MINUTES
  - A. Approval of minutes from the March 4, 2025 Policy Committee Meeting.
- III. DISCUSSION ON COMMITTEE PURPOSE, CURRENT POLICIES UNDER REVIEW
  - A. Introduce new member to the committee
  - B. Recap of policies currently under review
- IV. RE-VISIT DISCUSSION REGARDING MICROSCRIBE (ONLINE POLICY WEBSITE)
- V. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS
- VI. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE
  - A. May 6, 2025, 9:00 AM, Zoom Webinar
- VII. ADJOURNMENT



**Policy Committee Meeting**

Tuesday, March 4, 2025

9:00 AM

Remote Session

---

**Absent:** Lisa Luft, **Present:** Sharon Ferraro, Michael Guido. Present: 2, Absent: 1.

I. CALL TO ORDER, VERIFICATION OF QUORUM

Additional Attendees:

Tracy Edwards, Director of Pupil Personnel Services

The meeting began at 9:03 AM

Move that the Policy Committee begin the March 4, 2025 meeting.

Unseconded with a motion by Ferraro, Sharon.

II. APPROVAL OF MINUTES

A. Approval of minutes from the February 2, 2025 Policy Committee Meeting.

Minutes approved with changes noted by Michael Guido.

Move that the Policy Committee approve the February 2, 2025 meeting minutes. Carried with a motion by Guido, Michael and a second by Ferraro, Sharon.

Sharon Ferraro: Yea, Michael Guido: Yea

Yea: 2, Nay: 0

III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS

A. Discussion of policy 5131.99: Safe School Climate

The discussion on a safe school climate focused on updating the district's school climate policy to align with new requirements. The district must update the school climate policy by July 2025, focusing on maintaining a positive and safe school environment. A positive climate is essential for teaching, learning, and fostering a sense of belonging among students, staff. The Connecticut Association of Boards of Education (CABE) policy was recommended for adoption over the Shipman policy due to its comprehensiveness. The committee emphasized that this new policy streamlines

processes, aligns with state requirements, and reinforces ongoing efforts to create a safe and supportive school environment.

IV. RE-VISIT DISCUSSION REGARDING MICROSCRIBE (ONLINE POLICY WEBSITE)

The discussion on the new policy website (Microscribe Publishing) centered around whether to adopt this system for organizing and presenting district policies. It would enhance search functionality, organization, and accessibility of policies, and allow for hyperlinks to related policies and relevant legal references. The committee sees value in streamlining policy management but wants IT verification before committing to the platform and will revisit it again at their April meeting.

V. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS

If the updates are ready, the committee will revisit the Civility Policy and Teacher Responsibilities Policy, along with the IT update on the online onpolicy website.

VI. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE

A. The next scheduled meeting of the Policy Committee is April 1, 2025 (remote meeting).

VII. ADJOURNMENT

The meeting adjourned at 9:41 AM

Move that the Policy Committee adjourn the March 4, 2025 meeting. Carried with a motion by Guido, Michael and a second by Ferraro, Sharon.

Sharon Ferraro: Yea, Michael Guido: Yea

Yea: 2, Nay: 0

Respectfully submitted by:  
Jodi Sacchetta