

**WESTBROOK BOARD OF EDUCATION  
EDUCATE, CHALLENGE, & INSPIRE**

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**WESTBROOK BOARD OF EDUCATION  
Tuesday, April 12, 2022 @ 5:30 p.m.  
BOE Calendar Ad Hoc Subcommittee Meeting  
WHS Library**

**Minutes**

- I. Call to Order 5:35 p.m. The BOE Calendar Ad Hoc Subcommittee meeting was called to order at 5:30 p.m. in the WHS library by Z. Hayden, Chair.
- II. Approval of Minutes: March 31, 2022  
MOTION to approve the minutes of March 31, 2022 made by Don Perreault and SECOND by Christine Kuehlewind. Vote unanimous.
- III. Discussion of BOE self-evaluation and retreat:  
There was a discussion on the format and the purpose of the BOE retreat and CABE BOE self evaluation rubric, BOE goals, and professional development opportunity. Possible professional topics discussed were Robert's Rules or Roles and Responsibilities.  
A draft agenda:  
  
5:15 Robert's Rules (CABE Presentation and Q&A)  
5:45 Executive Session: BOE Self Evaluation  
Review and Evaluate BOE Goals (Self Evaluation)  
Areas of Possible Improvement and Potential Focus for 2022-2023  
  
Possible Date: Wednesday, May 18, 2022 - 5:00-7:00 p.m. (dinner included)  
  
Tasks to be completed prior to May 18  
Coordinate and order dinner (DP and KM)  
Book CABE Presenter via Zoom on Robert's Rules (KM and CL)  
Create Self Evaluation Preparation Document (ZH)  
  
Self-evaluation preparation document will be distributed to BOE members at the May 10th BOE meeting.  
  
The Committee discussed facilitator for self evaluation and BOE Goals discussion- Superintendent Martineau (captures notes from discussion and synthesis of group thoughts)
- IV. Review CABE Recognition Awards/Discuss timeline and system for evidence collection  
  
Section 1: District goals added for Section 1 (A); Section 1 (H) as stated by code of conduct policy  
Section 2: Provide evidence of budgeting for professional learning in our budget Section 2 (A); CABE Board Member Academy not achieved yet; Add brief narrative  
Section 3 (Policy): Gather sample agenda from last 3 years, crosswalk from attorney, and/or develop a written policy cycle/procedure (B); May 19th policy agenda to review list of required and compare to what we have  
  
Next Meeting: May 3rd @ 5 pm
- V. Adjourn: MOTION to adjourn at: 6:43 p.m. by D. Perreault and SECOND by Z. Hayden. Vote unanimous

Respectfully submitted  
Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk