

WESTBROOK BOARD OF EDUCATION  
Tuesday, May 7, 2019 @ 4:15 p.m.  
Policy Sub-Committee Meeting  
BOE Conference Room

MINUTES

**Members Present:** K. Walker, D. Perreault, M. Luft, D. Adorno

**Absent:** Z. Hayden

**Also Present:** Superintendent Patricia A. Ciccone; IT Specialist Ben Russell

- I. CALL TO ORDER: Kim Walker, Chair, called the Policy Subcommittee meeting to order at 4:18 p.m.
- II. APPROVAL OF MINUTES: Moved by D. Perreault and seconded by M. Luft to approve the Policy Subcommittee minutes of January 8, 2019. Ayes: K. Walker, D. Perreault, M. Luft Abstained: D. Adorno
- III. REVIEW OF TECHNOLOGY POLICIES: B. Russell informed the committee of the need to address potential electronic communication issues between staff and students, using personal devices. Superintendent Ciccone agreed that the Electronic Mail policy be revised to protect staff and the BOE. It was pointed out that using personal devices for communicating with students poses a risk, in that phones can be legally confiscated. A draft of Policy 4118.4 – Personnel – Electronic Mail was presented for the committee to review. It was suggested that there be training on electronic communication etiquette. Some suggestions were made regarding wording in the draft policy. Superintendent Ciccone will have Shipman & Goodwin review the policy and hopefully it will be presented for a first reading at the May BOE meeting, and be in place by September.
- IV. ADJOURN: Moved by D. Perreault and seconded by M. Luft to adjourn at 4:53 p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk

