

SHERMAN BOARD OF EDUCATION
SHERMAN, CONNECTICUT 06784
POLICY COMMITTEE MEETING - MAY 7, 2024
ZOOM ONLY
6:30 PM

A Policy Committee Meeting of the Sherman Board of Education was called to order by Mrs. Frey at 6:30 PM on May 7, 2024 via Zoom.

1. PRESENT

For the Board: Mrs. Frey and Mrs. Grassler
Administration: Dr. Cosentino and Dr. Fernand

2. DISCUSSION

- 2.1. CAFE Policy Manual Online- Moving back to maintaining our BOE policies with CAFE. It was decided that we would not be transferring our Policy manual to Google Doc format as previously discussed because of the labor involved.
- 2.2. Proposed a customized Policy Service provided by CAFE that would conduct an audit of our manual and a series by series review and rewrite. This service would ensure current compliance and make language consistent in all policies and generally assist us with a full update of the entire manual. The cost would be 8,350 which we would spread out over several years. The plan would be;
- May '24 - Aug '24: Intro Series (Mission/Goals/Objectives), 9000 (Board Bylaws), 7000 (Construction)
 - Sep '24 - Dec '24: 1000 (Community Relations), 2000 (Administration), 3000 (Business & Non-Instructional)
 - Jan '25 - Mar '25: 3000 (Personnel)
 - Apr '25 - Jun '25: 4000 (Students)
 - Jul '25 - Aug '25: 5000 (Instruction)

The goal would be to get a complete update done for the 2025-2026 school year.

- 2.3. We were not able to get guest speaker and Pat will contact CAFE and will schedule
- 2.4. Kristen Grassler suggested that we look into using Adobe Acrobat Pro which would allow committee members to revise, comment, make suggestions, and updates to PDF's documents. She also suggested that we change the CAFE format to include the title of the policy, number, and effective date.
- 2.5. The committee recommended that we share our proposal for approval with the full board at our June meeting.

3. ADJOURNMENT

Meeting adjourned at 6:52 PM

Respectfully submitted,

Kate Frey
Chair, Policy Committee
Sherman Board of Education