

**BRANFORD BOARD OF EDUCATION  
Policy Committee Meeting Minutes**

DATE: October 27, 2021  
SUBJECT: Policy Committee

LOCATION: Walsh Intermediate School Cafeteria  
185 Damascus Road, Branford, CT

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**ATTENDANCE**

<b>HERE</b>	<b>ATTENDEE</b>	<b>AFFILIATION</b>
N	Dr. Tim Raynor, Committee Chair	Board of Education
Y	Peter Berdon	Board of Education
N	Joanne Borrus	Board of Education
N	Cristina Cantu	Board of Education
N	Chad Edgar	Board of Education
Y	Meredith Gaffney (arrived late)	Board of Education
Y	Ellen Michaels	Board of Education
N	Dawn Perrotti	Board of Education
Y	John Prins	Board of Education
Y	Hamlet M. Hernandez, Superintendent	Central Office
Y	Rachel Sexton, Assistant Superintendent	Central Office
Y	Don Neel, Chief Operating Officer	Central Office

Others present:

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**BUSINESS ITEMS**

**ITEM DESCRIPTION**

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**CALL**

- 01** Meeting was called to order at 6:16 PM by Committee Chair, Tim Raynor..

**DISCUSSION ITEMS**

**02 Comparison of Policy Services**

Dr. Raynor, Superintendent Hernandez, Assistant Superintendent Sexton and members of the Policy Committee discussed policy service comparisons between CABE and Shipman & Goodwin. Among the items discussed were; a spreadsheet created by Ms. Sexton that included costs, organizational information, relationships between the BOE and the organizations (CABE and Shipman & Goodwin), CABE services (basic level through comprehensive customized creation of a manual) vs. Shipman & Goodwin services (provision of a manual includes an initial fee and then annual fee), Shipman & Goodwin's services (narrower), CABE's services (more expansive), gaging time for cost purposes, what additional costs there may be, the policy audit provided by CABE, Shipman & Goodwin's initial fee (fee to engage - access to online resources), CABE's online policy services and public access to our policies online, CABE vs. Shipman & Goodwin's annual subscriptions and what is included, housing policy services on our website, update vs. audit vs. revise, calling references for each service, the effort put into working on policies, deciding which service will allow for some culling, regulations, the process of moving forward, changing the structure, having a working group vs. an ad hoc group and the importance of continuity.

**PUBLIC COMMENTS ON DISCUSSION ITEMS**

No public comments were made at this evening's meeting.

**ADJOURN**

- 03** Tim Raynor adjourned the meeting at 6:56 PM.

Continued...

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**The next Policy Committee meeting will be November 17, 2021  
at 6:00 PM at Walsh Intermediate School Cafeteria**

Respectfully submitted,  
Meredith Gaffney  
Secretary

Prepared by,  
Kerry Eyrich