

**POLICY REVIEW COMMITTEE MINUTES**  
**November 20, 2017**

*East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.*

Board of Education Members Present: Jaime Barr Shelburn (Chair), Dr. Timothy Hagen, Leigh Gianakos, Barbara Senges

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instruction and Assessment), Maryanna Stevens (Director of Finance, Marketing and Growth Management), Mike Susi (ELHS Principal)

Meeting Time: 5:00 – 6:00 p.m.

**1. BOE Policy 6143 Field Trips**

- The committee discussed the following revisions:
  - Include “educational value and/or curriculum” in the regulation and on the field trip form.
  - Suggested limiting the number of field trips per year and that field trips should be written into unit templates.
  - Students should be expected to present what they learned on the field trip.
  - The BOE should be notified of all overnight field trips as they are with the out-of-state field trips.
  - Remove all June 1<sup>st</sup> deadlines currently listed in policy and regulation.
  - Need to check with VNA regarding the use of EpiPens on field trips.
  - Clarified that the last paragraph of the policy regarding private agencies does not preclude parent donations to offset costs.
- The revised policy will be brought back to the Policy Committee for review.

Respectfully submitted by  
Jaime Barr Shelburn  
Policy Committee Chair