



**Montville Board of Education
Policy Committee Minutes
Superintendent's Small Conference Room
June 20, 2023**

Item 1. Call to order/ Pledge of Allegiance/Moment of Silence

Committee Chair James Wood called the meeting to order at 5:15 p.m. Board members Tina Grove, Carol Burgess, Lisa Terry, and Board Chair Wills Pike were present, Superintendent Pallin, and Assistant Superintendent Vumback were present

Item 2: Consideration and action to approve revised job descriptions

The revised job description template was reviewed and will be used for end of year evaluations. The committee agreed to review the revised job descriptions and approve them at their August meeting.

It was suggested that job descriptions include a reference to require basic literacy skills and fluency in the English language. It was also suggested that each job description include "Other duties as assigned."

Item 3: Future agenda items

Approve revised job descriptions – August
Review vaping policy

Item 4: Adjournment

Motion: To adjourn

Moved: Tina Grove
Seconded: Carol Burgess
Vote: Carried 4-0

The meeting adjourned at 5:52 P.M.