

Regional School District 13
Board of Education
Policy Committee
Minutes of the meeting of Monday, March 25, 2013
Board Room, Regional School District 13 Central Office

Committee members present: Mrs. Adams and Mr. Hicks

Committee member absent: Mrs. Fronc

Administrators present: Mr. Melnik and Mrs. Viccaro

Also present: Mrs. Boyle and Mrs. Flanagan

Mr. Hicks called the meeting to order at 4:30 p.m. after it was determined that a quorum was present.

On a motion by Mr. Hicks and seconded by Mrs. Adams, the agenda was unanimously approved.

On a motion by Mrs. Adams and seconded by Mr. Hicks, the minutes of December 12, 2012 were unanimously approved.

1. **Public Comment** – None.
2. **Purchasing 3320** – Mr. Melnik spoke regarding this policy. He stated that going out to bid in many instances might not be the desired way to approach purchasing. The committee reviewed the current policy noting that most things are bid at the present time. Sometimes, however, items such as those through the consortium or through Internet purchasing are more desirable. The town of Durham uses \$7,500 threshold for purchasing. The committee agreed that the current \$5,000 is adequate. The template from our attorney will be placed on file. No further action will be taken.
3. **Budget Procedures and Line Item Transfers 3160** – There were conflicts in this policy that need to be addressed. In addition, the business office is in possession of a template that could be worked in to our current policy. It will be placed on the next agenda after Mr. Melnik has an opportunity to review.
4. **Capitalization Policy** – Mr. Melnik mentioned that this policy should be linked to the purchasing policy and that our accountants (Blum Shapiro) agreed with this link. Data can be migrated over with our current software. Mr. Melnik provided suggested wording that was acceptable by the committee and will be forwarded to the BOE for final review. Mrs. Allen will assign a new number as this policy is new. The committee recommends that this policy be forwarded to the Board of Education for approval.
5. **Tape Recording Meetings Policy 1121** – The committee discussed our taping of

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- meetings and how long, if any, recordings must be retained. Mrs. Viccaro will ascertain the results of those questions.
6. **Residual Class Money Policy** – Mr. Melnik supplied the committee with several items from similar school systems regarding money that is left in accounts by classes that have graduated. Discussion ensued regarding trust accounts and the cost of setting up these accounts. The student activity fund has old money in the amount of \$27,876 currently available. Currently, the district is the custodian of these funds. Mr. Melnik remarked that it is difficult for the principal to determine disbursement. In consultation with Mr. Melnik, the committee will formulate a policy that will transfer left over monies to the BOE 180 days following graduation. This money shall be used for legitimate purposes for underclassmen that may need funds for class activities. This item will be placed on the next policy committee agenda.
 7. **FMLA 4151/4251** – There was considerable discussion of notes from previous business manager as well as the last policy meeting regarding the wording of the family medical leave policy. It was determined that light duty shall be at the discretion of the superintendent. Several minor items suggested were approved by the committee including italicizing the words “prior to” on page 5. The committee recommends that this policy be forwarded to the Board of Education for approval.
 8. **Blood borne Pathogens 4160/4260** – The committee discussed the wording of the policy and regulation. There was a question regarding who would be a person reporting incidents of contamination. The committee agreed that the building administrator should be that person. The committee recommends that this policy be forwarded to the Board of Education for approval.
 9. **Student Records 5125** – The committee suggested removal of a law enforcement unit, as currently the district does not have one. Mr. Hicks suggested changing the fee from cents to part of a dollar. It was also suggested that the administrative regulation regarding classification of education records be removed, as they are unnecessary. The committee recommends that this policy be forwarded to the Board of Education for approval.
 10. **Wellness 5135** – The committee determined that it should forward the wellness policy to the wellness council as well as the food service director for their suggestions as to goals and guidelines. Mrs. Viccaro will make this known at the next wellness council meeting. Mrs. Viccaro suggested that the Superintendent or designee in section II be identified rather than one individual. The committee recommends that this policy be forwarded to the Board of Education for approval.
 11. **Finalize Use of District Facility (Concession Stand)** – Added to next agenda.

Follow-Up:

Next Policy Committee agenda: Items 3, 5, 6, and 11

Forward to Board of Education: Items 4, 7, 8, 9, and 10

Other items to consider for the next agenda:

- Policy regarding student care and use of technology equipment – Mr. Hicks will investigate current policy from ACES.
- Policy regarding the hiring of all personnel by the Board of Education
- Policy regarding gifts to the district

The next meeting of the Policy Committee will be Monday, April 22, 2013 at 4:30 to 6:00 p.m. in the Board Room at the Central Office.

On a motion by Mrs. Adams and seconded by Mr. Hicks, the Policy Committee unanimously approved to adjourn at 5:58 p.m.

Respectfully submitted,

Norm Hicks

Norm Hicks, Chair