

The Regional School District 13 Board of Education Policy Committee met in Regular Session on Wednesday, May 17, 2023 at 4:00 PM in the library at Coginchaug Regional High School. Committee members present: Mrs. Dahlheimer (arrived late), Dr. Darcy, Mr. Moore and Mr. Roraback. Committee members absent: Mr. Mennone. Board members present: Ms. Betty, Mrs. Caramanella (by phone) and Mrs. Petrella. Administration present: Dr. Schuch, Superintendent of Schools, and Mrs. Neubig, Director of Finance.

Mr. Moore called the meeting to order at 4:00 PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comment

None.

Approval of Agenda

Mrs. Petrella asked to add a discussion and possible revision of Policy 9100, By-Laws of the Board Organizational Meeting which has to do with voting for officers. She explained that there are two different elections, one in May and one in November, and if they make a change to this, it can be only one vote at the end of the year.

Mrs. Petrella made a motion to amend the agenda, seconded by Mr. Roraback, to add a discussion and possible revision of Policy 9100 after item 5, Review of 3000 Series Policies.

In favor of amending the agenda to add a discussion and possible revision of Policy 9100 after item 5, Review of 3000 Series Policies: Dr. Darcy, Mr. Moore and Mr. Roraback.

Dr. Darcy made a motion, seconded by Mr. Roraback, to approve the agenda, as amended.

In favor of approving the agenda, as amended: Dr. Darcy, Mr. Moore and Mr. Roraback. Motion passed.

Approval of Minutes - April 5, 2023 and April 19, 2023

Dr. Darcy made a motion, seconded by Mr. Roraback, to approve the minutes of April 5, 2023 and April 19, 2023, as presented.

In favor of approving the minutes of April 5, 2023 and April 19, 2023, as presented: Dr. Darcy, Mr. Moore and Mr. Roraback. Motion passed.

Review of 3000 Series Policies

Staff recommended moving policy 3516.3, Accident Prevention and Reporting, into the Safety Plan which was moved from the 1000 series to the 3000 series. The Safety Plan appears later in this section.

Dr. Schuch explained that this policy was developed in 1991 and they feel like the Shipman policy is much more up to date.

No changes were recommended to policy 3514, Authorized Use of School-Owned Materials. Policy 3160, Board Budget Procedures and Line Item Transfers, has been recommended to be replaced by the Shipman policy. It was recommended to delete policy 3150, Budget Fiscal Year, and put that into policy 3160 from Shipman. Policy 3120, Formulation of the Budget, remains as is. It was recommended to delete policy 3113, Budget Setting Priorities, or incorporate changes. Mr. Moore recommended that it be moved to the Shipman policy 3160 and suggested that all of the budget policies be combined into one.

Looking at the new policy 3160, Mrs. Neubig noted that this policy called for quarterly budget reports, but since she does monthly reports, she changed it to that. She normally includes revenue and expenses, but not encumbrances. Mrs. Neubig recommended that she include encumbrances in her reports.

Mr. Moore moved on to policy 3432, Budget Report, which has been recommended for deletion as it is in the new policy 3160. No changes were recommended to policy 3320, Capital Assets. The next policy is the Code of Conduct which does not have a number assigned yet. Policy 3324, Contracts, was recommended for deletion. No changes were recommended to policy 3250, Copies of Records.

The policy on Food Services has been recommended for deletion as it is covered elsewhere. It was recommended to replace the Gifts and Memorials policy with the policy provided by Shipman. Mrs. Neubig explained that the current policy is that the board accepts anything over \$5,000 and the Shipman policy does require that. Mrs. Petrella and Mrs. Dahlheimer would like to see that included in the policy and Mr. Moore suggested lowering the amount as well. There was discussion about when and if the board would ever deny a gift. It was agreed to drop the amount to \$2,500.

Dr. Schuch recommended changing the title of Policy 3524, Hazardous Materials, to Pest Management and some amendments were suggested. A Shipman policy on Holds on the Destruction of Electronic Information and Paper Records basically states that nothing can be deleted that could be related to a potential lawsuit. A new Shipman policy was also suggested regarding compliance with the federal law, Individuals with Disabilities in Education, which is a new legal requirement. Mrs. Neubig added that they also need to file a yearly report that shows the district is in compliance.

The policy on insurance was recommended for deletion. Policy 3450, Monies in School Buildings, had no changes recommended, but Mr. Moore was concerned about the part of the policy that requires the money be deposited without delay and felt they should put an actual time frame on it. It was also suggested to revise the wording to have the money go into the appropriate account.

Moving on to policy 3281, Naming Schools and Facilities, Dr. Schuch had suggested that a person needs to be deceased before anything can be named after them. Mr. Moore felt that schools and facilities would not have to necessarily be named after a person and, if it were, the person didn't necessarily have to be deceased.

A minor change was suggested to policy 3326, Paying for Goods and Services. Policy 3326.1, Payroll Procedures, was recommended for deletion because it is not current practice. The Shipman version of Purchasing Procedures has been edited to conform with the district's current policies. Policy 3321, Requesting Goods and Service Requisitions, had just a minor change. The next policy was about safety

and it will be replaced with the Security and Safety Plan from Shipman. Policies 3516.3, 3516 and 3517 are all included in that. Mr. Moore noted that the SRO is not mentioned in the regulations.

It was recommended to replace policy 3260 with the Shipman policy on disposal of books. Mrs. Neubig added that anything being disposed of needs to be offered to member towns and the PTOs ahead of time. Dr. Darcy asked if other districts have a price point to have to go through this process.

Drivers' education was deleted from the Student Activity Funds policy. The policy on Student Activity Accounts remains unchanged. Mrs. Neubig explained that policy 5118 is more comprehensive and describes the manner in which tuition is determined and puts restrictions on it.

Discussion and possible revision of Policy 9100, By-Laws of the Board Organizational Meeting

Mrs. Petrella explained that Durham now votes in November and Middlefield votes in May while the board elects officers in July, per policy 9100. She checked with the attorney and there is a state statute that allows for board elections to be held in the month following the last election of members. If they leave policy 9100 as is, they have to vote in July and then again in December, by state statute.

Mrs. Petrella explained that they will have to vote in both July and December this year, even if membership doesn't change. She suggested that policy 9100 to reflect the state statute which would then require one vote in December.

Mrs. Caramanello asked what prompted this emphasis on the state statute and Mrs. Petrella explained that she contacted the attorney to see if there could be just one vote for the year. The attorney clarified the state statute. Mrs. Caramanello liked voting on officers in summer as it starts the school year fresh. She felt that it would be disorganized to vote in officers right before budget time. Mrs. Petrella agreed, but explained that they have to do that per state statute if there is an election in November. Mrs. Caramanello didn't feel it would hurt to vote twice a year, if needed.

Ms. Betty would also be okay with two votes because once the election is held in November, there wouldn't be another vote for a year or so. Mrs. Dahlheimer explained that Middlefield still has three-year terms while Durham has four-year terms and there may be gap years. Mr. Moore noted that the school year begins in July, the superintendent's contract starts in July and election of officers has always been done in July. Dr. Schuch added that there are only a handful of districts that elect board members in the spring. Ms. Betty asked if they are bound to the state statute if the district has their own policy and Dr. Schuch explained that state statute overrides any local policy. Mr. Roraback felt that they needed whatever allows for the most flexibility.

It was generally agreed that the committee needs more information from the attorney on this. Everyone agreed that it is not a big deal to vote twice a year. Mr. Moore felt that it was important to have a chairman run with the school year and with the superintendent's contract.

Mrs. Caramanello asked why they have to wait until July when they could hold elections in June at the end of the school year. If elections were held at the end of June, a December vote would then be six months away. Mrs. Dahlheimer felt that graduation would be an issue with that. Dr. Schuch explained that board members' terms don't technically start until July. Mrs. Dahlheimer felt that they should ask the members towns to get on the same page with the elections, but no one thought that would happen.

Dr. Schuch recommended they review the policy when they reach the 9000 series as they will have to vote in July, no matter what.

Public Comment

None.

Adjournment

Dr. Darcy made a motion, seconded by Mr. Roraback, to adjourn the meeting. In favor of adjourning the meeting: Mrs. Dahlheimer, Dr. Darcy, Mr. Moore and Mr. Roraback. Motion passed unanimously.

The meeting was adjourned at 5:24 PM.

Respectfully submitted,

Debi Waz

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