

**GUILFORD BOARD OF EDUCATION
POLICY SUBCOMMITTEE
Monday, July 10, 2006
Guilford High School, Guilford, Connecticut**

Board Members Present: Bill Bloss, Cindy Cartier, Barbara Dudley, Naomi Migliacci

Administrators Present: Dr. Anne Keene, Assistant Superintendent

1. Call to Order

Cindy Cartier called the meeting to order at 6:30 p.m.

2. Agenda

The Committee continued their review of the policy manual with the process of reviewing each policy to determine whether further review is needed with possible substantive changes and board approval. If so, they will be flagged for future discussion as noted below. Ms. Cartier is maintaining a separate sheet provided to the members and the administrative staff. Updates or corrections such as typos that do not constitute a change in policy will be completed by the administrative staff and distributed to holders of the policy manuals. In addition, each policy will eventually say, "Review with date" to establish work completed by committee as discussed above.

In this meeting, the Committee reviewed all of section 3000. With respect to said policies, the Committee determined the following:

1. **3000 – Business and Non-Instructional Operations – General** – Committee reviewed and determined that policy needed to be in compliance with State statutes. Accordingly, #4 was changed to the following: *Use accounting and reporting principles and procedures established by Governmental Accounting Standard Board (GASB).*
2. **3110 – Annual Operating Budget** - Committee reviewed and determined that this policy should be revised to incorporate policy #3118, #3122, and #3114.
3. **3118 – Fiscal Year** -This policy will be recommended to be removed and additional wording will be added to 3110.
4. **3114 – Business** - Committee reviewed and determined that this policy should be deleted as it is included in #3110.
5. **3122 – Budget Meetings** – Committee reviewed and determined that this policy should be combined with 3110 into one policy. Accordingly, this policy will be recommended to be removed and additional wording will be added to 3110.
6. **3126 – Adoption of Budget** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
7. **3130(a) – Budget Administration** - Committee reviewed and determined that policy is adequate, but for adding "*TRANSPORTATION*" to #7.

8. **3210 – State and Federal Aid** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
9. **3214 – Disposal of Obsolete or Surplus Equipment/Materials** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
10. **3218/1334 – Soliciting Funds from and by Students and School Fund-raising** - Committee reviewed and recommended a full review at later date. Policy needs to be combined with 1334 only rather than have 2 policies.
11. **REGULATION - 3218/1334 – Fund-raising, activity approval, gifts, grants and bequests - 1346(a)(b)(c) – Regulations** Committee reviewed and recommended a full review at later date. Regulation needs to be combined with 1334 only rather than have 2 regulations.
12. **3222/1338 – Gifts, Grants and Bequests** - Committee reviewed and determined that policy is adequate, however, going to drop reference under 1338 to streamline policy manual. Will need to recommend removal of 1338 at next BOE meeting.
13. **3226 – Depository** – Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
14. **3230/6522 – School Activity Funds** - Committee reviewed and recommended that it be aligned with 6522. Policy 6522 will be dropped and put under 3230 only. Full review at a later date.
15. **3310 – Expenditures/Expending Authority** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
16. **3314 – Bidding Requirements** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
17. **REGULATION - 3314 – Sales Personnel in Schools** - Committee reviewed and recommended removal of regulation. Recommendation will be referred to full Board at next meeting.
18. **3410 – Fiscal Accounting and Reporting - 1610** – Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
19. **3414 – Periodic Audit** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
20. **3418 – Inventories** - Committee reviewed and recommended change to first paragraph to increase amount of value in excess of \$250. Moreover, policy will need to be further reviewed to check statutory compliance with filing a copy of the inventory with the First Selectman. Policy will be slated for full review.
21. **3422 – Money in School Buildings** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
22. **3510 – Facilities Operation and Management** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
23. **REGULATION 3510 – Equipment Repair/Service Form** - Committee reviewed and determined that Regulation should be removed as it is no longer used by the District.
24. **3513 – Indoor Air Quality** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.

25. **REGULATION 3513(a-e) – Indoor Air Quality** - Committee reviewed and determined that regulation is adequate – no additional review recommended at this time
26. **3514 – Hazardous Materials in Schools** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time
27. **3515(a-b) – Pest Management/Pesticide Applications** – Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
28. **3518 – Buildings and Ground Security** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time
29. **3522 – Property Insurance** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
30. **3526 – Employee Bonds** - Committee reviewed and recommended that it be aligned with 6522. Policy 6522 and 3526 will be dropped and put under 3230 only.
31. **3600(a-b)- Transportation** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
32. **3610(a-b) – Bus Drivers** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
33. **REGULATION – 3610 – Complaint Against Bus Driver** - Committee reviewed and determined that regulation is adequate – no additional review recommended at this time.
34. **3210/5310 – Suspension of Student Bus Privileges** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time. Policy will be left under both references as it is needed in 5000 section.
35. **REGULATION - 3210/5310 – Bus Transportation – Rules and Regulations for Students** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time. Policy will be left under both references as it is needed in 5000 section.
36. **3614 (a-c) - Routes and Services** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
37. **REGULATION – 3614 (a-i)** - Committee reviewed and determined that regulation is adequate – no additional review recommended at this time
38. **3618 – Reporting Complaints re: School Transportation Safety/Reporting of Accidents at School Bus Stops** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
39. **3622 – Special Education Transportation** - Committee reviewed and determined that policy is adequate – no additional review recommended at this time.
40. **3626 – Transportation Equipment** - Committee reviewed and determined that policy is already contained in 3600(a). Accordingly, removal of this policy is recommended.
41. **3710 – Food Services; REGULATION 3710 – Food Service – General; 3712 – Sanitation; 3714 – Food Service Purposes and Facilities; 3718 – Free or Reduced Price Lunches; 3722 – Records and Reports** – Committee reviewed these policies as a group and determined that the policies and regulation should be combined to make one policy and one regulation. Moreover, a reference will be made to the Wellness Policy and Regulation upon their completion. Accordingly, further review of these policies is recommended.

The next Policy Committee meeting to be scheduled in August based upon schedules of members and Dr. Keene. Committee will continue with review Section 4000 as well as Wellness Policy.

Respectfully submitted,

Cynthia Cartier