

**New Milford Board of Education
Policy Sub-Committee Meeting Minutes
May 20, 2008
Lillis Administration Building, Rm. 2**

Present:	Mrs. Elizabeth Finney, Committee Chairperson Mr. David Lawson Mrs. Wendy Faulenbach, alternate Mrs. Amy Llerena, alternate
Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools Mr. Thomas Mulvihill, Assistant Superintendent Mr. John Turk, Director of Fiscal Services Mr. Greg Miller, Accounting Manager

1.	The meeting of the New Milford Board of Education Policy Sub-committee was called to order at 7:01pm. Mrs. Finney seated Mrs. Faulenbach for Dr. Diamond and Mrs. Llerena for Mr. Wellman.	Call to Order Alternates Seated
2.	There was no public comment	Public Comment
3.B.	Discussion and Possible Action Letter from Attorney Murphy dated April 9, 2008 Attorney Murphy's letter was written in response to several inquiries raised at the March policy meeting. Many of the issues raised concerned wording in the policies. Attorney Murphy advised that the word "reasonable" which had been taken out of many policies needed to remain. All present felt that the attorney's advice should be followed and the word reasonable should be put back in the policies. Mr. Lawson said, on the bidding policy, that he did not feel accepting the lowest bidder was always in the best interest of the Board. Mr. Turk agreed with that sentiment.	Discussion and Possible Action Letter from Attorney Murphy dated April 9, 2008
3.A.	Continued Review of Policy Series 3000: Business 3000 – Concept & Roles in Business & Non-Instructional Operations Reinserted the word reasonable 3160(b) – Budget and Transfer of Funds Should have a lower case "w" 3260 – Sales & Disposable of Books, Equipment & Supplies Now have an understanding of "Town Agents" based on the attorney's letter	Continued Review of Policy Series 3000: Business

	<p>3280 – Gifts to School Board of Education versus School District property is explained in the attorney’s letter</p> <p>3281 – School Fund Raisers The second paragraph has a typo which should read “or” versus “and”</p> <p>3300(a) – Purchasing Item #2 should state subsection 5</p> <p>3324.1 – Contracts Leave as is – this is a regulation which does not need Board approval</p> <p>3514 – Equipment There was some question about the liability to the school system if a renter uses the equipment and causes damage. There is now a form in the policy to track what equipment is being loaned out and that the renter is liable for damages</p> <p>3516.4(b) – Sex Offender Notification The policy has been changed to make “an effort” to inform per the attorney’s letter. Reasonable notice will be made in New Milford not for other towns.</p> <p>3541 – Transportation Adding “reasonable” back to policy</p> <p>Mr. Miller noted on the bidding policies that some action or documentation should be submitted by the Board when they deny the lowest bidder so that the auditors will have a trail to follow.</p> <p>3440 – Inventory of Equipment There were no parameters in the previous policy and this policy says the Superintendent or designee shall conduct a physical inventory every 5 years. This will be a budgetary item as it will cost approximately \$30,000 to do this inventory.</p> <p>Mr. Lawson asked if the inventory had to be done in one year or could it be spaced out.</p>	
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	<p>Mr. Turk said one should be done now since the last one was about 10 years ago but then maybe the buildings could be done separately each year.</p> <p>Dr. Paddyfote said this policy will have a financial implication and could be put in the 2008-09 budget once adjustments are made after approval or it can be done in the 2009-10 school year.</p> <p>Mr. Lawson suggested the policy say every 6 or 7 years so that the future inventory can be spaced out rather than being done all at once. It was decided to change the number to every 7 years from the proposed 5 years.</p> <p>3511 – part of section 504 – Compliance with 504 Regulations Mrs. Finney said the language has been made more politically correct and it was decided to accept it as written.</p> <p>Mrs. Faulenbach moved to send all of the policies to the full Board for approval, Mrs. Llerena seconded and the motion passed unanimously.</p> <p>Mrs. Faulenbach said it was good to have these policies in place and advised Board members to review them so that they would be familiar with what the policies are when issues arrive.</p>	<p>Motion made to send all policies to the full board for approval made, seconded and passed unanimously.</p>
4.	<p>Adjournment Mrs. Faulenbach moved to adjourn the meeting at 7:35 pm, seconded by Mr. Lawson and passed unanimously.</p>	<p>Motion to adjourn made and passed unanimously.</p>

Respectfully submitted,

Elizabeth Finney, Chair
 Policy Sub-Committee