

Regional School District 13  
Board of Education  
Policy Committee  
Minutes of the meeting of Tuesday, December 1, 2009

Committee members present: Mrs. Adams, Mr. Curren, Mr. Hicks. Member absent: Mrs. Golschneider. Also present: Mrs. Viccaro.

Mr. Hicks called the meeting to order at 9:15 a.m.

The agenda was unanimously approved.

**Agenda Item 1**

Policies and regulations (where appropriate) 3113, 3120, 3150, 3169, 3280, 3281, 3313.1, 3320.1, 3321, 3326, 3326.1 were reviewed and no changes were suggested by the committee.

Policy 3240 Tuition Fee - The Committee suggested removing the word "annually".

Policy 3241 Magnet School Tuition – Since the laws regarding Magnet Schools have changed significantly since this policy was enacted, it was suggested to confer with counsel with reference to Connecticut General Statutes.

Policy 3250 Materials/Services Fees, Charges – Mrs. Viccaro to confer with legal counsel regarding our current wording versus Connecticut General Statutes.

Policy and Regulation 3260 Sales & Disposal of Books, Equipment & Materials – The Committee determined that Mr. Francis should examine this regulation as to compliance with Connecticut General Statutes.

Policy 3320 Purchasing Procedures – The Committee approved adding the wording for exceptions to bids as follows:

*Exceptions to Bids*

- A. *Contracts for professional services such as legal, engineering, architectural, auditing, etc.*
- B. *Purchases made through regional or state agencies.*
- C. *When the nature of the goods or service to be performed is best provided by one source because of the sources expertise or prior knowledge, or when one material is most suitable and that material is only reasonably obtainable from one source.*

- D. Reordering of stock when the continued purchase of the identical item is in the best interest of the Board of Education and there is only one reasonably available source for that product.*
- E. When Federal and State laws or regulations prescribe procedures other than those found in these purchasing and bidding procedures.*

### *Emergencies*

*The Board of Education may waive the procedures outlined herein and prescribe alternative procedures for particular situations. The Superintendent or designee shall make the decision as to whether a given situation is an emergency situation. The Superintendent will report back to the Board of Education.*

Policy 3323 – This policy no longer applies as it was removed by prior Board of Education action.

Policy 3324.1 Contracts – Mr. Hicks questioned whether this was a policy or regulation. Mrs. Viccaro will check with legal counsel.

Policy 3422/3433 Budget & Expense Report/Annual Financial Statement – The Committee suggested adding the words “or designee” after “Superintendent of Schools”.

Policy 3434 Periodic Audit – Add the words “annual audited report”.

Policy 3450 Monies in School Buildings – This policy was discussed at length by the committee and will require further research as well as discussion with counsel.

Next meeting: Tuesday, January 5, 2010, 9:00 a.m. in the Board Room. The agenda will include continue reviewing the 3000 series beginning with Policy 3450 and continuing with the 4000 series.

Meeting adjourned at 11:20 a.m.

Respectfully submitted,

Norm Hicks, Chair