

**Policy Committee Meeting
Central Office – Library
November 5, 2018
MINUTES**

Present: Robert Deakin, Ellen DeCotiis, Alan Dube, Arthur Payeur

Others: Bill Brockman, Julie Bruni, Paul Penna, Rae Theriault (Recorder)

Mr. Dube called the meeting to order at 4:31 p.m.

Minutes from the October 15, 2018, meeting were sent to Mr. Dube and Mr. Deakin. Mr. Deakin did not respond, so those minutes needed to be approved. They were sent in the Board packet as a draft. They were reviewed and approved by Mr. Dube; Mr. Deakin agreed.

DID – Inventories: This policy had been recommended for deletion at the October 1, 2018, Policy Committee meeting. The Committee members had a few questions regarding how inventories were taken, how they were maintained and the cost. Mr. Brockman, Business Manager, was invited to the meeting to discuss these issues. Mr. Brockman explained that the policy is rather old and could not be followed as written. He further explained that inventory is covered by the District's insurance policies. Those policies list a specific amount for reimbursements. Larger items, like bulk purchases of electronics, are taken into account separately. All electronics are inventoried by the Technology Department. Inventories are also covered under Policy DIDA making policy DID not necessary.

Mr. Brockman then spoke about Policy **DIDA – Asset Capitalization Policy**. He said the threshold needs to be raised from \$2,500 to \$5,000. He will write an administrative procedure DIDA-R which will outline how inventories are controlled. He will share that procedure with this Committee.

Moved by Mr. Payer; seconded by Mr. Deakin: To recommend deletion of Policy DID and to raise the threshold from \$2,500 to \$5,000 for policy DIDA.

VOTED: "Yes, Unanimously"

Policy DID will be sent to the Board with a recommendation for deletion and DIDA as a first reading.

BDE – Standing Committees: This policy was sent to the Policy Committee on October 15, 2018, with the recommendation to reduce the number of subcommittee members on the Negotiations Committee. This Committee asked for legal clarification. Mr. Roy talked to legal counsel. Their advice was to lower the number of Board members on the Negotiations Committee from 5 to 4. Moved by Mr. Payeur; seconded by Ms. DeCotiis: To recommend reducing the number of Board members on the Negotiations Committee from 5 to 4.

VOTED: "Yes," Unanimously

Policy Committee Meeting
November 5, 2018
Page 2

This policy will go for second reading as it went for first reading on October 1, 2018.

GBJC – Retention of Application Materials: This policy was brought to the Committee for review. Maine State Archives recently met and reviewed a document that was created by an MSAD 6 Committee on Records Retention. They were so impressed with the District’s document that they asked MSAD 6 employees to serve on their 5-member review committee. Our document was 100% accurate. According to their rules and our document, we do not need to keep application materials for administrators any longer than two years. The last paragraph of this document can be deleted and one cross-reference also needs to be deleted.

Moved by Mr. Payeur; seconded by Mr. Deakin: To recommend changes as presented.

VOTED: “Yes,” Unanimously

This policy will be sent for first reading.

GBB – Shared Decision Making: This policy is due for a five-year review. The MSMA sample is identical to the District’s policy. This policy will be marked as reviewed and sent to the Board as an FYI.

GBEC – Drug-Free Workplace: This policy was also due for a five-year review. The MSMA sample policy was reviewed. The only difference was the addition of the words “bath salts.” Cross-references were also updated. The Committee discussed the value of adding the words “bath salts” to the policy and decided not to do so. There were no substantive changes made to this policy, so it will be marked as reviewed and sent to the Board as an FYI.

GCF – Professional Staff Hiring: Also as part of the five-year review cycle, this policy was compared to the MSMA sample. Both policies were the same. There were no recommendations for changes. This policy will be marked as reviewed and sent to the Board as an FYI.

Moved by Mr. Payeur; seconded by Mr. Deakin: To adjourn at 5:20 p.m.

VOTED: “Yes,” Unanimously

NEXT MEETING: November 19, 2018