

**Policy Committee Meeting  
Central Office - Library  
November 4, 2019  
MINUTES**

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**PRESENT:** Nathan Carlow, Ellen DeCotiis, Erika Creutz, Robert Deakin (arrived late), Elizabeth Forestiere (Student Representative)

**ALSO PRESENT:** Paul Penna, Superintendent of Schools  
Lori Napolitano, Assistant Superintendent  
Rae Theriault, Administrative Secretary – *Recorder*

Ms. DeCotiis called the meeting to order at **4:34** p.m.

**BEB – Board Member Use of Social Media:** MSAD 6 currently does not have this policy. The MSMA sample policy was distributed for review. There was discussion as to why the District’s policies contain the word “will” instead of “shall.” The change was implemented many years ago under then Assistant Superintendent Karen Burke. In order to keep our policies consistent, Ms. Theriault will continue to change the word “shall” to “will” to keep our policies consistent.

Moved by Ms. Creutz; seconded by Mr. Carlow: To present this policy to the full Board for first reading. VOTED: “Yes,” Unanimously

**DBJ – Transfer of Funds:** This policy was reviewed by Mr. Brockman, Business Manager. There is no MSMA sample policy. Mr. Brockman recommended language change to match what is currently expected by law.

Moved by Mr. Carlow; seconded by Ms. Creutz: To present this policy as recommended by Mr. Brockman for first reading. VOTED: “Yes,” Unanimously

**DFAA – Contingency Fund:** Again, MSMA did not have a sample policy in which to compare. Mr. Brockman reviewed our current policy and recommended several changes – deletion of subparagraphs 1 and 3.

Moved by Ms. Creutz; seconded by Mr. Carlow: To present this policy for first reading with the changes as recommended by Mr. Brockman. VOTED: “Yes,” Unanimously

**DJC – Petty Cash Fund:** Mr. Brockman compared the MSAD 6 policy with the MSMA policy and found the District’s current policy to be out of date. He opted to keep only one paragraph of the District’s policy inserting it into the MSMA sample policy. His recommendations were presented to the Policy Committee for review.

Moved by Mr. Carlow; seconded by Ms. Creutz: To present this policy for first reading with the changes as recommended by Mr. Brockman. VOTED: “Yes,” Unanimously

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**ACA – Gender Neutral Language:** The MSAD 6 policy is up to date with the MSMA sample policy. No changes were recommended. This policy will be marked as reviewed and will be presented to the Board as an FYI.

**GCOA – Supervision and Evaluation of Professional Staff:** Ms. Napolitano reviewed our present policy because of the change in State law regarding evaluations of professional staff. There are no recommended changes at this time. This policy will be marked as reviewed and will be presented to the Board as an FYI.

**GCOA-R – Supervision and Evaluation of Professional Staff Administrative Procedure:** Ms. Napolitano reviewed this administrative procedure and shared the changes with the Policy Committee that needed to be made because of the change in law. It will be presented to the Board as an FYI as procedures are not approved by the Board.

Moved by Mr. Carlow; seconded by Mr. Deakin: To adjourn at 5:25 p.m. VOTED: “Yes,”  
**Unanimously**

Next Meeting: November 18, 2019