

**Policy Committee Meeting**  
**Central Office Library**  
**November 18, 2019**  
**MINUTES**

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**Present:** Nate Carlow, Ellen Creutz, Ellen DeCotiis

**Absent:** Robert Deakin, Ellen Forestiere (Student Representative)

**Also Present:** Paul Penna, Superintendent of Schools  
Lori Napolitano, Assistant Superintendent  
Rae Theriault, Administrative Secretary - Recorder

Ms. DeCotiis opened the meeting at 4:40 p.m.

**Input from the Superintendent:** Ms. DeCotiis had asked Mr. Penna to address the Policy Committee and share information on policies that he would like to see deleted, reviewed or added. He would like a further review on Policy KE. It will be placed on the agenda in January.

Ms. DeCotiis was concerned whether there were any legal ramifications about changing Policy BDE – Board Standing Committee from having the Finance and Facilities Committee appointed versus being elected. She was assured that the appointment of members was not a legal requirement.

**GCOA-R – Supervision and Evaluation of Professional Staff Administrative Procedure:**

This administrative procedure was reviewed at the last meeting. It was not sent to the Board as an FYI as Ms. Napolitano realized that further revisions were necessary. Although the requirements are changing for teachers hired in the 2020-2021 school year, the existing requirements will still be in effect for those teachers hired in 2018-2019 and 2019-2020 school years. The procedure needed to reflect this language. The procedure was presented to the Policy Committee with this new language. It will be marked as reviewed and presented to the Board as an FYI along with Policy GCOA at the December 2, 2020, Board meeting.

**EFE – Competitive Food Sales:** This policy was recommended for deletion by MSMA. Ms. Theriault consulted with Dorothy Janotta, Food Services Manager. Ms. Janotta agreed with MSMA as everything in Policy EFE is covered under the District’s Policy JL – Wellness.

Moved by Mr. Carlow; seconded by Ms. Creutz to recommend deletion of Policy EFE – Competitive Food Sales. VOTED: “Yes,” Unanimously

This policy will be presented to the Board with a recommendation to delete Policy EFE.

**DIE – Audits/Financial Monitoring:** William Brockman, Business Manager, compared the MSMA sample policy to the District’s current policy. Policy DIE was last revised in March of 1999. Mr. Brockman found it to be quite outdated. He recommended adopting the MSMA

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sample policy. The Committee decided to keep one sentence from the current policy: “ *An audit report will be presented to Board annually.*”

Moved by Mr. Carlow; seconded by Ms. Creutz to accept the changes as discussed.

**VOTED: ‘Yes,’ Unanimously**

This policy will be presented to the Board for first reading.

**DJA – Paying for Goods and Services:** MSMA did not have a sample policy and also recommended deletion of this policy. Mr. Brockman reviewed the policy which was last revised in March of 1999. He agreed with MSMA’s recommendation to remove this policy.

Moved by Ms. Creutz; seconded by Mr. Carlow to recommend deletion of Policy DJA – Paying for Goods and Services. **VOTED: ‘Yes,’ Unanimously**

This policy will be brought to the Board with a recommendation to delete Policy DJA.

**DJB – Budget as Spending:** Although there is no MSMA sample for this policy, Mr. Brockman recommended keeping the policy with a few revisions. He recommended striking the first sentence in the first paragraph under Fiscal Controls. He also suggested adding a final paragraph to that section to read as follows: “*The Superintendent will not permit without Board approval the expenditure of funds which exceed the amounts included in the costs center budget as approved by voters at the annual budget meeting held pursuant to Title 20-A, Section 1465.*” He also added a legal reference.

Moved by Ms. Creutz; seconded by Mr. Carlow to accept the changes as recommended by Mr. Brockman. **VOTED: ‘Yes,’ Unanimously**

This policy will be presented to the Board for first reading.

**GCOAA – Supervision and Evaluation of School Counselors:** Ms. Napolitano reviewed this policy because of the changes at DOE regarding evaluations of staff. There were no changes recommended to this policy. It will be marked as reviewed and presented to the Board as an FYI.

**GCOAA-R – Supervision and Evaluation of School Counselors Administrative Procedure:** Although there were no changes to the policy, there were changes to the procedure. Those changes were explained by Ms. Napolitano. Again, because the changes go into effect for new hires in the 2020-2021 school year, language had to reflect that the current policy and administrative procedure are still in effect for those hired in the 2018-2019 and 2019-2020 school years. Since this is a procedure, it does not need to be voted on. It will be sent to the Board as an FYI along with Policy GCOAA.

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**GCOC – Evaluation of Administrative Staff:** Ms. Napolitano also reviewed this policy because of the changes in the law regarding professional evaluation and professional growth (PE/PG). She recommended no changes to this policy as the change in PE/PG did not affect administrative staff. This policy was reviewed so that all of the evaluation policies will be reviewed at the same time. This policy will be marked as reviewed and presented to the Board as an FYI.

**GCOC-R – Evaluation of Administrative Staff – Administrative Procedure:** As stated above, the change in the PE/PG system did not affect administrators. There no changes recommended for this procedure. It will be marked as reviewed and presented to the Board as an FYI.

Moved by Mr. Carlow; seconded by Ms. Creutz to adjourn at 6:12 p.m. VOTED: “Yes,”  
**Unanimously**

Next Meeting: December 16, 2019