

**POLICIES COMMITTEE MEETING DRAFT MINUTES**  
**WEDNESDAY, MAY 9, 2012**  
**4:15 PM**

HAMPTON ELEMENTARY SCHOOL CONFERENCE ROOM

1. CALL TO ORDER

Ann Gruenberg called the meeting to order at 4:25. In attendance were Superintendent Paul Graseck and Board of Education Policy Committee members Maryellen Donnelly and Ann Gruenberg. Committee member Lisa Siegmund was unable to attend. Linda Sanchini arrived at 4:45.

2. AUDIENCE FOR STAFF AND CITIZENS

Linda Sanchini asked how the committee determines what policies are reviewed at its meetings. Chair Ann Gruenberg explained the process. Electronic communication policy and the need for education of the staff regarding electronic communication and secure social networking were discussed.

3. REVIEW MINUTES: 02/09/12 02/22/12, 03/21/12

The committee reviewed and accepted the minutes with the following change:

Page 2 of 3/21/12 minutes:

**Business and Non-instructional Operations Series 3000**

3. Expenditures/Expending Authority D Soliciting Prices (Bids and Quotations)

***3323 Soliciting Prices/ Bidding Requirements***

~~Tentative approval of CABE version.~~

~~(Update of an existing policy.)~~

*3323 was tabled rather than recommended for presentation to the Board.*

4. REVIEW POLICIES FOR PRESENTATION TO BOARD OF EDUCATION

The committee recommends the following to the BOE for the May 2012 meeting:

**TENTATIVE APPROVALS:**

**Business and Non-instructional Operations Series 3000**

1. Budget/Budgeting System F. Budget Administration  
**Policy 3160 *Budget Administration***

Tentatively approve CABE version with the following changes:  
Paragraph two, change “line item” to “category”. Delete the heading found after paragraph two, “The definition of line item, as used in this policy, is limited to the categories listed below.” Insert as the heading, “This policy is limited to the following categories:”

(Rescind old version following final approval.)

2. Receipts E.  
**Policy 3280 *Gifts, Grants, and Bequests***

Tentatively approve CABE version with the following changes:  
Paragraph one, insert after third sentence, “Earmarked gifts shall be used for the stated purpose when appropriate.”

Second paragraph, delete twice, “particular schools or”

1. Delete, “schools,”

3. Delete, “, nor shall outside funding produce major educational inequities among elementary schools”

Final paragraph, insert “an” to read, “from an outside organization”

(Rescind old version following final approval.)

**RESCIND:**

**Business and Non-instructional Operations Series 3000**

Not on CABE CORE Manual Online.  
**Policy 3321 *Requesting Goods and Services (Requisitions)***

This is not a CABE recommended or required policy.

**RESCIND continued:**

3. Expenditures, Expending Authority

***Policy 3326.1 Payroll Procedures and Authorized Signatures***

This is not a CABE recommended or required policy. Hampton has procedure in place regarding payroll procedures and authorized signatures.

5. ADJOURNMENT

The meeting adjourned at 5:50.

Respectfully submitted,

Maryellen Donnelly

**Please note: This is a Board of Education Committee Meeting held in public, not a Public Meeting (e.g. Town Meeting or Public Hearing).**