

WESTBROOK BOARD OF EDUCATION
Policy Subcommittee Meeting
Wednesday, September 1, 2010 @ 6:00 p.m.
Board of Education Conference Room

MINUTES

- I. Call to Order: Mrs. White called the meeting to order at 6:05 p.m. in the Board of Education office.

Members Present: Marti White, Maureen Westbrook, Dee Adorno

Absent: Pat Labbadia III

Also Present: Patricia Charles, Superintendent

- II. Public Session: No comments

- III. Approval of Minutes: January 21, 2010: Moved by Mrs. Westbrook and seconded by Mrs. Adorno to approve the minutes of January 21, 2010. **Vote unanimous.**

- IV. Review of Policies/Suggested CABA policies:

1. Policy 4152.6 – Family & Medical Leave Act (Update from CABA) – The policy committee updated Policy 4152.6 to reflect changes in the law.

2. Policy 3542.45(a) – Vending Machine Policy:

Add: The Board of Education delegates to the Superintendent the authority to make decisions on the *selection of the vendor and placement of food and beverage*. . . .

Add to No. 1 “...as approved by the Superintendent of Schools *or designee*”

Last sentence: All revenue produced from this source shall be deposited in the *appropriate account* as approved by the Board of Education/Superintendent of Schools.

3. Reimbursement for Food/Lodging: The committee discussed changing reimbursement per diem costs for conferences.

Action on this policy is tabled in order to gather information. Dr. Charles will pursue calculation of amount of money spent on food and lodging at conferences. The group agreed that rather than creating a new policy to place this information in the personnel manual. Other suggestions: placing a cap on a dollar figure; equal distribution of funds for conference attendance, if the district mandates attendance at a conference, the district pays, and superintendent discretion on approval of conferences.

4. Mileage reimbursement – Federal rate 50 cents/local 31.5 cents: The committee discussed reimbursement for gas mileage –The practice and district forms do not reflect IRS rate of reimbursement. Dr. Charles suggested gradually increasing the amount to be implemented with the

new budget. It was suggested that reimbursement cover one round trip per event and to also include this in the personnel manual. It is a potential item for discussion in the non-certified negotiations. Dr. Charles will check with the business manager on monies spent for mileage reimbursement.

5. Building Use – Fee Schedule/Request Form: Discussion involved a revised equipment use form. The committee removed the list of equipment requested. Added “Use of School Equipment *by Community Groups*” and changed wording in policy 3514 as follows: 1st sentence: The BOE may permit limited use of portable school property by community groups when such request does not interfere with the District educational programs and as approved by the Superintendent.

Add: Digital pictures suggested.

For use of lighting/audio equipment, it was suggested that trained Westbrook students/staff be hired to operate our equipment for groups using the facilities/equipment. Also, a security deposit should be requested.

Paragraph 6: *The use of equipment by employees is permitted working in regular or extracurricular programs during times when school is not normally in session.*

Policy 3515(a):

Paragraph 2: Add: *or his/her designee.*

No. 2: Change Commission to *Department*

No.3: Add “*or profit*”

Add: No.4: *Other profit groups from the Westbrook community*

Add: No. 5: *Other profit groups from out of town.*

Add: *Proof of insurance must be provided at the time of application.* Dr. Charles suggested checking with our insurance company to see what it covers and if equipment is damaged what can be collected. She will ask the business manager to check.

Paragraph No. 7: Add: *Appropriate personnel designed by the district must be present when the school building or grounds are being used to ensure security, proper maintenance and use of specialized equipment and to see that it is used appropriate and left in proper order.* Relocate: Kitchen staff is required for use of the school’s kitchen equipment

The committee discussed a “fee schedule” for use of school facilities. Dr. Charles will work with Mrs. Wysocki using the fee schedule suggested by the committee.

6. Policy 6153 - Field Trips for Students: This policy is being revisited because of issues of non-payment for field trips. The committee suggested adding the following to the policy:
Outstanding debts to the school district must be paid before approving student’s participation in a field trip.

Add: Students must pay in full for field trips before participating. In the event that a student does not participate, payments that cannot be recouped will not be reimbursed. Special grants to help students in need are permitted, as determined by the school principal.

Add: Advisors are encouraged to arrange for insurance for airfare for students and chaperones.

Policy 6153.1

Add: Payment for school trips must be complete before participating. Special grants to help defray costs for students in need are permitted, as determined by the school principal.

These two policies will be discussed with the administrators before coming back to the policy committee.

- V. Adjourn: Moved by Dee Adorno and seconded by Maureen Westbrook to adjourn at 8:25. p.m. Vote unanimous.

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk