

BOARD OF EDUCATION, Ellington, CT

Policy Committee Meeting Minutes

A special meeting of the Policy Committee was held on Tuesday, January 18, 2022, at 5:30 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

Board of Education Members: Ms. Angie Moser, Mr. Steve Viens, Ms. Kerry Socha, Ms. Miriam Underwood, Ms. Jen Dzen, and Ms. Liz Nord.

Others in Attendance: Dr. Scott Nicol, Superintendent of Schools and Mr. Brian Greenleaf, Director of Finance and Operations.

The meeting was called to order at 5:34 p.m.

1. Continued Discussion of Policy 3320 - Purchasing Procedures

Dr. Nicol handed out his recommendation for the new policy. Brian Greenleaf added information that our policy regarding federal procurement hasn't been reviewed since 2017. Liz Nord asked if the Business Manager name needs to be changed. Brian Greenleaf said his recommendation was to leave it because it is specific wording for the federal government but that it doesn't mean that anything changes if his title is different. Each school needs to have someone trained with OE5 if you have roughly above 400 students.

A motion was made to recommend to the full Board a first read of Policy 3320 - Purchasing Procedures at the next Board meeting.

1st. K. Socha

2nd. S. Viens

VOTE: Unanimous. The motion passed.

2. Continued Discussion of Board of Education Policy Handbook Review

The second order of business was begun by Dr. Nicols' recommendation to review the policy handbook since it was last done seven years ago. Usually it is done every five to ten years. His recommendation was to use Shipman and Goodwin (S&G) to do a review and service for \$7,500. Four thousand dollars would be the comprehensive review and three thousand five hundred dollars would be the initial fee for the first year, for the policy update service. This would last through the 22-23 school year. CABE has been used in the past for these services. Dr. Nicol, while he appreciates CABE's policy work, he stated that Shipman and Goodwin will provide a policy service based solely on the legal requirements. The committee recommended to the Board to consider using Shipman

and Goodwin as their policy service and to spend \$7,500 of the 2021-2022 fiscal year's budget to pay for it.

A motion was made to recommend to the full Board to approve utilizing Shipman and Goodwin LLP for Board Policy Services.

1st. K. Socha

2nd. M. Underwood

VOTE: Unanimous. The motion passed.

Dr. Nicol will give us a schedule of timing for the policy review but said it may be done by December 2022. Shipman's annual fee will be \$1,000 starting July 2023-24.

A discussion regarding CABE and their overall services was undertaken by the Board. Dr. Nicol suggested that this was a discussion that could occur through the budget process.

3. Committee Meeting Dates 2022

Dates set for next meetings will be the first Tuesday of each month at 5:00 p.m.

February 8, March 8, April 5, May 3, June 7, July 12, August 2, September 6, October 4, November 1, December 6, 2022.

A motion to adjourn was made at 6:34 p.m.

1st. M. Underwood

2nd. K. Socha

VOTE: Unanimous. The motion passed.

Respectful submitted,

Angela Moser, Policy Committee, Chair