

# The Board of Education Town of Vernon

30 Park Street – PO Box 600  
Vernon, Connecticut 06066

Anne Fischer, Chairperson  
Mark Kalina, Vice Chairperson  
Stephen Linton, Secretary  
Patricia Buxton, Treasurer  
Jennifer Buckler  
Kevin Brown  
Deborah Rodriguez  
Mason Thrall  
Kristiana Wintress

June 9, 2021

## DRAFT MINUTES

### BOARD OF EDUCATION POLICY COMMITTEE MEETING

A Policy Committee meeting of the Vernon Board of Education was held on Wednesday, June 9, 2021.

The meeting was called to order by Mrs. Fischer at 6:00 PM. Present when the meeting was called to order were Mrs. Fischer, Dr. Buxton, Mrs. Rodriguez and Dr. Macary. Ms. Wintress joined the meeting via Zoom.

#### **Dr. Buxton was assigned the following policies to review:**

**3313 Relationships with Vendors** – There were no changes suggested for this policy. It will be marked as reviewed.

**3313.1 Local Purchasing** – There were no changes suggested for this policy. It will be marked as reviewed.

**3320 Purchasing Procedures** – Minor revisions were suggested. Dr. Buxton made the motion to recommend to the full Board for approval the revisions as discussed. Mrs. Rodriguez seconded the motion and it passed unanimously.

**3321 Requisitions for Goods and Services** – It was recommended that this policy be deleted. The procurement procedure for goods and services as outlined in this policy is governed by the Town Charter, therefore, the committee believes that there is no need to repeat it in a policy. Dr. Buxton made the motion to recommend to the full Board for approval the deletion of this policy. Mrs. Rodriguez seconded the motion and it passed unanimously.

**3323 Requisition, Price Solicitation and Bid Requirements for Goods and Services** – Significant changes were suggested for this policy. The name of the policy will be changed to **Soliciting Prices/Bidding Requirements** and most of our current language was replaced with language from CABA's suggested policy. In addition, legal references were added. Ms. Wintress made the motion to recommend to the full Board for approval the revisions as discussed. Mrs. Fischer seconded the motion and it passed unanimously.

#### **Mrs. Rodriguez was assigned the following policies to review:**

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**3324 Purchase Orders and Contracts** – It was suggested that this policy be marked as reviewed but a question about the affirmative action clause was raised. Dr. Macary will check with our attorney, Mr. Fred Dorsey, to ensure that the language is correct. Changes will be made if necessary. Otherwise, the rest of the policy was unchanged.

**3326 Paying for Goods and Services** – There were no changes suggested for this policy. It will be marked as reviewed.

**3326.1 Payroll Procedures and Authorized Signatures** – A minor revision was suggested. Mrs. Rodriguez made the motion to recommend to the full Board for approval the revision as discussed. Ms. Wintress seconded the motion and it passed unanimously.

**3432 Financial Records and Reports** - The only necessary addition to this policy was to add a legal reference. Dr. Buxton made the motion to recommend to the full Board for approval the revision as discussed. Mrs. Rodriguez seconded the motion and it passed unanimously.

**3434 Periodic Audit** - The only necessary addition to this policy was to add a legal reference. Mrs. Fischer made the motion to recommend to the full Board for approval the revision as discussed. Ms. Wintress seconded the motion and it passed unanimously.

**Ms. Wintress was assigned the following policies to review:**

**3435 Fraud Prevention and Investigation** – Revisions were suggested for this policy. Dr. Buxton made the motion to recommend to the full Board for approval the revisions as discussed. Mrs. Rodriguez seconded the motion and it passed unanimously.

**3440 Inventories** – There were no changes suggested for this policy. It will be marked as reviewed.

**3450 Monies in School Buildings** – Revisions were recommended for this policy. Dr. Buxton made the motion to recommend to the full Board for approval the revisions as discussed. Mrs. Rodriguez seconded the motion and it passed unanimously.

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**3453 School Activity Funds** – There were no changes suggested for this policy. It will be marked as reviewed.

**3510 Operation and Maintenance of Plant** – There were no changes suggested for this policy. It will be marked as reviewed.

**Mrs. Fischer was assigned the following policies to review:**

**3511 Compliance with 504 Regulations** – Mrs. Fischer suggested some minor revisions to this policy. Mrs. Rodriguez made the motion to recommend to the full Board for approval the revisions as discussed. Ms. Wintress seconded the motion and it passed unanimously.

**3513.1 Energy Conservation** – There were no changes suggested for this policy. It will be marked as reviewed.

**3514 Authorized Use of School Equipment** – A minor revision was suggested for this policy. Mrs. Fischer made the motion to recommend to the full Board for approval the revision as discussed. Ms. Wintress seconded the motion and it passed unanimously.

**3515 Facilities Use** - Minor revisions were suggested for this policy as well as the addition of a legal reference. Mrs. Fischer made the motion to recommend to the full Board for approval the revisions as discussed. Mrs. Rodriguez seconded the motion and it passed unanimously.

**3516 Safety** – Significant revisions were suggested for this policy implementing language for CABA's sample policy as well as adding legal references. Dr. Buxton made the motion to recommend to the full Board for approval the revisions as discussed. Ms. Wintress seconded the motion and it passed unanimously.

**The following policies have been assigned to committee members for review at the next policy committee meeting:**

Dr. Buxton #3516.3; #3516.5; #3517; #3524; #3624.1

Mrs. Rodriguez #3532; #3534; #3541; #3541.1; #3541.11

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Ms. Wintress #3541.2; #3541.3; #3541.31; #; #3541.4; #3541.41.

Mrs. Fischer #3541.42; #3541.43; #3541.5; #3541.6; #3541.7

The next Policy Committee meeting will be scheduled in the fall.

Mrs. Rodriguez made the motion to adjourn at 7:26 PM. Dr. Buxton seconded the motion and it passed unanimously.

Respectfully submitted,

Stephen Linton, Board Secretary