

Groton Board of Education  
Policy Committee Special Meeting Minutes  
September 6, 2016, 5:00 p.m.  
School Administration Building, Room 5

**Members Present:** Katrina Fitzgerald, Lee White, Rosemary Robertson

**Also Present:** Susan Austin

Lee White called the meeting to order at 5:07 p.m.

1. Review of Minutes

**MOTION:** Fitzgerald; White: to approve the minutes of August 1, 2016.

**MOTION PASSED UNANIMOUSLY**

2. Discussion and possible action regarding revision to the P 3323 Soliciting Prices/Bidding Requirements (Enclosure)

The recommendation of the committee was to forward policy P 3323 Soliciting Prices/Bidding Requirements to the full Board for approval.

3. Continue review of CABE Policy Audit Report dated February 26, 2013

- a. Mandates from the Audit Report will be cross referenced with CABE policies.
- b. Rosemary reviewed the priority list based on the Audit Report with revisions where necessary. (Enclosure)
- c. Recommendations regarding the 3000 series were sent to the Finance Committee with Katrina.
- d. The 5000 series will be reviewed by Katrina.
- e. The 1000, 2000, 4000 series will be reviewed by Lee.
- f. The committee continues to review the 2013-2016 State mandates.

4. Referral List (Enclosure)

The committee reviewed the referral list.

5. Future Meeting Topics

The committee referred the following policies to the Referral List:

- a. P 4118.112 Sexual Harassment Policy for Adults and Students
- b. P 5145.5 Sexual Harassment for Students
- c. P 3320 Purchasing Procedures
- d. P 1325 Advertising and Promotions

6. Adjournment

**MOTION:** White, Fitzgerald; to adjourn at 6:43 p.m.

**MOTION PASSED UNANIMOUSLY**

**NEXT MEETING: October 3, 2016**