

Groton Board of Education  
 Policy Committee Meeting Minutes  
 October 3, 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 5:30 p.m.

1. Review of Minutes

**MOTION:** Fitzgerald; Robertson: to approve the minutes of September 6, 2016.  
**MOTION PASSED UNANIMOUSLY**

2. Discussion and possible action adding P3320 Purchasing Procedures.

The recommendation of the committee was to forward policy P 3320 Purchasing Procedures to the full Board for approval.

3. Discuss and possible action regarding revision P1325 Advertising and Promotion

The recommendation of the committee was to forward policy P 1325 Advertising and Promotion to the full Board for approval.

4. Continue review of CAFE Policy Audit Report.

**PRIORITY LIST (3000) PER AUDIT – Referred to Finance/Facilities Committee**

Need Changing:	
P 3541.5	Transportation Safety Complaints
P 3280	Gifts, Grants and Bequests – regulation needed
P 3310	Contains detail more appropriate to be placed in regulation
P 3240	Tuition - A specific adoption date is lacking. This should be adopted at a specific board meeting.

Need Legal References:	
P 3260	Sale & Disposal of Books, Equipment & Supplies
P 3324.1	Contracts
P 3524.1	Pesticide Applications
P 3541	Transportation, include in policy language charge to the Superintendent, Regulations needed

Policies Lacking “Good Practice”:	
P 3152	Spending Public Funds for Advocacy
P 3435	Fraud Prevention and Investigation
P 3513.1	Energy Conservation
P 3520.11	Electronic Information Security
P 3524.2	Green Cleaning Program
P 3526.3	Board of Education Credit Card
P 3542.31	Food Service – Free and Reduced Price Lunches
P 3542.34	Nutrition Program
P 3542.43	Lunch Charging
P 3543.31	Retention of Electronic Records

5. Referral List

The committee reviewed the referral list.

6. Future Meeting Topics

P 4118.112 Sexual Harassment Policy for Adults and Students

P 5145.5 Sexual Harassment for Students

Food Guidelines

7. Adjournment

**MOTION:** Fitzgerald, Robertson; to adjourn at 6:47 p.m.

**MOTION PASSED UNANIMOUSLY**

**NEXT MEETING: November 7, 2016**