

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Policy and Communications Committee Meeting

April 21, 2021

Committee Members Present: Martha Shoemaker, Policy Chair; Diane Linderman; Mary Powell St. Louis

Present Via Telephone: Jean Wilczynski

Administration Present: Ian Neviaser, Superintendent of Schools; Holly McCalla, Business Manager; Ron Turner, Director of Facilities and Technology

The meeting was called to order at 6:00 p.m. The committee reviewed and wordsmithed two district policies:

1. Policy 3324.1 Bidding Requirements

Mr. Neviaser reported that the threshold amounts for obtaining quotes and bids detailed in this policy were outdated and not in line with inflation. The numbers had not been updated since approximately 1996. In addition, the timeline (receipt of sealed bids) hindered quick turnaround and associated costs (legal notices, legal fees, etc.) outweighed the amount for the supplies, materials, equipment or services being sought.

Mr. Neviaser reviewed the following recommended updates to this policy:

Competitive quotes shall not be required for items under \$7,500 (was \$5,000). CABE recommendation is \$10,000.

Whenever reasonably possible, the Superintendent of Lyme-Old Lyme Public Schools or his/her designee shall obtain competitive "quotes" from three or more vendors for all purchases of materials, equipment and/or service contracts in amounts between \$7,500 (currently \$5,000) and \$50,000 (currently \$10,000). The Superintendent of Schools or his/her designee shall choose successful vendors from competitive quotes under \$35,000.

49 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 E: neviaseri@region18.org www.region18.org

Bidding shall be required for all purchases of materials, equipment and service contracts exceeding \$50,000 (currently \$10,000).

The Superintendent of Schools or his/her designee, with consent of the Lyme-Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson, may award bids up to \$50,000 (currently \$20,000), and they may collectively reject any or all such bids. The Superintendent shall report bid awards to the Lyme-Old Lyme Board of Education, with explanations for awarding any bids to other than the lowest bidder. The Board of Education shall award all bids exceeding \$50,000 (currently \$20,000) upon receiving recommendations and bid results from the Superintendent, and it may reject any or all such bids.

Mr. Neviasser cited verbiage in a CAFE sample policy which required that sealed bidding was required for contracts or purchases greater than \$25,000, and he then referred to verbiage from a report of the Connecticut General Assembly entitled *Competitive Bidding Requirements for Municipalities* which stated that municipalities may establish a competitive bidding threshold of more than \$25,000.

The committee discussed Mr. Neviasser’s recommended changes to the bidding policy. After much discussion, the following threshold amounts and approval process were recommended for inclusion in the policy to be brought to the Board of Education for a first reading at the May 5 meeting:

Amount	Bid or Quote Required	Approval
Under \$10,000	None	Superintendent or his/her designee
\$10,000-\$35,000	Three or more competitive quotes	Superintendent or his/her designee
\$35,000-\$50,000	Three or more competitive quotes	Superintendent or his/her designee and the Lyme/Old Lyme Board of Education Treasurer and the Budget and Finance Committee Chairperson
\$50,000 and up	Bids	Lyme/Old Lyme Board of Education

There was also a recommendation to include verbiage in the policy that the Superintendent will report all approved expenditures over \$25,000 to the Lyme-Old Lyme Board of Education at their regular monthly meeting.

2. Policy 5141.31 Interscholastic Athletics: Health Assessment/Participation Criteria

Mr. Neviasser reviewed language change to this policy recommended by the district’s medical advisor which would require that an athlete must obtain specific approval from the school district’s medical advisor if their health assessment exceeds thirteen months. After wordsmithing the recommended language, the committee agreed on the following change to the policy: *Only with specific approval from*

the school district medical advisor or the school nurse supervisor, a note from a health care provider (“bridge note”) may be accepted provided such note indicates that a health assessment appointment is scheduled within four weeks.

In the area of communications, Mr. Neviasher reported that there is an open house scheduled for this Friday, April 23, at Lyme-Old Lyme High School for prospective students (eight students and their parents scheduled to attend, approximately 70% of which are residents of the community). Mr. Neviasher commended Bridget Compagno, Director of Communications and Marketing, on her efforts with the coordination of this event.

There being no further discussion, the meeting adjourned at 6:30 p.m.