

Minutes of the Policy Committee of the Board of Education
Regional School District 14 www.ctreg.org
Monday, March 18, 2019

Start: 6:07 pm End: 6:56 pm

In attendance were: Maryanne Van Aken, John Chapman, Pam Zmek, George Bauer. Also in attendance were Janet Morgan, Carol Ann Brown, James Crocker, Dr. Olzacki and BOE Clerk, Natascha Schwartz.

The meeting was called to order at 6:07 p.m.

The committee went back over the recommendations from Attorney Sommaruga for each of the policies which were sent to Mr. Chapman and Dr. Olzacki for review.

Policy 3323 - Soliciting prices

Attorney Sommaruga suggested removing the legal reference to the statutes as they are not applicable to a regional school district. He also suggested removing the third line of the first paragraph which references the same statute. Furthermore, he recommended the addition of specific text at the very end of the CABA sample policy with the following wording:

“Nothing herein shall be deemed to affect the District’s obligations under law (including but not limited to Connecticut General Statutes §10-287) or Board Policy (including but not limited to Board Policy 7211) to solicit bids, proposals and/or quotes with respect to contracts for a building/construction project for which the District is receiving state grants.”

The committee decided to keep in all reference to the state statute. Mr. Chapman advised that this policy will be ready to be brought to the BOE for first read at the next BOE meeting.

Policy 3326.3 – Board of Education credit card

Attorney Sommaruga agreed with the minor changes to this policy, but did recommend removing the reference to any specific financial institution on the credit card authorization form. Mr. Chapman recommended making the slight modification and for the policy to be brought to the BOE for a first read at the next BOE meeting.

Policy 3410 – System of Accounts

Attorney Sommaruga was in agreement with the minor changes Mr. McAllister recommended, with the addition of adding the wording “and the law” at the end of the first sentence of the first paragraph. He also recommended removing the legal reference to state statute 10-222(b) as it does not apply to regional school boards. Mr. Chapman advised that this policy can also be brought to the BOE for a first read.

Regulation 3435 – Fraud Prevention and Investigation

Attorney Sommaruga suggested to add the following to the end of the second paragraph on page two of the policy: “and in accordance with the legal rights of all involved (including the accused).” In addition, on form 3435 he suggested adding the following: “Employee acknowledges he/she has read and is familiar with BOE policy 3435.” MR. Chapman suggested adding it as item #10 and the committee agreed. During the last meeting Mr. McAllister mentioned that we should change the verbiage in paragraph two, to read the following: “The Director of Finance and staff, along with outside verification from independent auditors, will seek to...” The committee will bring this policy to the BOE for a first read for the next BOE meeting.

Policy 3453 – Check Signing Authority

Attorney Sommaruga sent the committee a draft student activity policy for their review. The information which Mr. McAllister provided at the last committee meeting would become the administrative regulations in conjunction with the draft policy. Mr. Bauer had questions regarding the way in which the policy is written would require the treasurer of each activity to be bonded. Mr. Chapman requested to put this policy on hold so that he can reach out to Mr. McAllister to make this draft policy be more in line with Region 14.

Policy 3516.2 – Asbestos Control

Attorney Sommaruga sent the committee a sample asbestos/AHERA policy for consideration. It could be used in lieu of the CABA sample policy which was sent to him for review. He advised that his sample policy could also be used to supplement the CABA sample policy as a regulation. Mr. Chapman advised that he would like to consult with Mr. McAllister and Mr. Molzon. Mr. Chapman to reach out to them to see if Mr. Sommaruga's draft policy could become the administrative regulations.

0521.2 – Prayer and Religious Accommodations

Attorney weighed in on his thoughts regarding the policy which was sent to him by Dr. Olzacki. The committee went over attorney Sommaruga's suggestions, and came to the conclusion that they need more information and clarification on this policy. Mr. Chapman will reach out to Mr. Sommaruga to get clarification.

Other comments: Ms. Van Aken recommended looking at the attendance and truancy policies and also consider implementing administrative regulations so that all schools are on the same page when it comes to attendance.

Meeting was adjourned at 6:56 p.m.

Respectfully Submitted,



Natascha Z. Schwartz

Regional School District 14 Board Clerk

Recorded and filed subject to Board of Education approval by: Natascha Z. Schwartz, Board Clerk, 3/26/2019