

A meeting of the Bylaws/Policy/Ethics Committee was held on Monday, February 1, 2016. Present: Chairman John Chapman, committee member George Bauer, Superintendent Anna Cutaia-Leonard, Ed.D., and clerk Deb Carlton.

The meeting began at 7:07 pm and concluded at 7:26 pm.

Dr. Cutaia-Leonard explained the need to revise and seek approval for Board policy 3260 – Sale and Disposal of Books, Equipment and Supplies. The renovation and organization of library/media spaces in the schools has created the need to dispose of materials no longer useful. They are taking up needed space.

The process for discarding worn out, obsolete, surplus or otherwise unusable materials is outlined in an accompanying administrative regulation, which is a form that involves multi-step directions for obtaining approvals at the building, business office and superintendent level.

Dr. Cutaia-Leonard stressed the importance of checks and balances to prevent any inappropriate disposal of materials. This form and policy build in safeguards, and a paper trail.

Mr. Chapman noted that, in some instances, there could be costs associated with disposal. A space on the form could reflect that, when those costs are incurred. He commented that a chain of custody for school materials is important.

Dr. Cutaia-Leonard added that, by eliminating the burden of advertising and attempting to sell outdated materials before they can be disposed of, staff will be less likely to endlessly store unwanted items in basements and other storage areas. There will still be steps to take, but there will not be the time consuming obligations of the former policy to deter them from unloading what is no longer useful.

The committee will bring this updated, less cumbersome, more streamlined policy to the Board at the meeting to follow. The topic line “Disposition of Outdated Books” will be omitted since the policy deals with all types of property, as listed in the name of the policy.

Dr. Cutaia-Leonard updated the committee on the status of policies ready, or almost ready, for committee review. The committee discussed whether to hold a “super meeting” in February at which all policies would be reviewed, or to instead chunk them out into smaller groups to review at a more relaxed pace. The policy review project is moving along ahead of schedule at this point. It was agreed to call a meeting in February to assess the size and nature of the policies and to see which can be moved through rather quickly and which might best be brought to the Board in smaller groups.

Respectfully Submitted,

*John Chapman*

John Chapman, Chair