

Policy Committee Meeting Minutes

Wednesday, December 13, 2017@ 3:30 PM

Attendees: Kenny Rotner, Denise Day, Tom Newkirk, James Morse, Wendy DiFruscio

Visitors: Suzanne Filippone, Sue Caswell

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting by informing the committee members why high school principal, Suzanne Filippone was attending, and that she would be showing them vaping products that were taken from students so far, this year. She would also like to review two policies for possible revision.

Policy ADC – Use of Tobacco Products Strictly Prohibited in/on all School Facilities and/or Grounds – This policy is being brought back to the committee to add verbiage about vaping. Suzanne went on to explain how the various devices and products taken are used and the consequences to the students. Policy members asked clarifying questions which were answered. A lengthy discussion and minor additions to this policy were made. This policy will go for a first read.

Policy JICH – Drug and Alcohol Use by Students – The existing policy was reviewed and resulted in changes to the title and a minor change to the content on page 2 to include vaping and vaping products to this policy. This is ready for a first read.

Policy IHAMA – Teaching About Alcohol, Drugs and Tobacco was reviewed with no changes.

The Policy Committee thanked Suzanne for her assistance and she left the meeting at 4:10 PM.

Susan Caswell, Business Administrator joined the meeting at 4:15 PM to go over the existing Purchasing policy [DJ] and to talk about Procurement cards {P-Cards} for the District. The District currently has a policy that list P-Cards.

Sue explained the procedure followed for P-Card use and that they would start out small and issue P-Cards to the principals first. She noted that each person assigned a card would pull from a single account and would be required to sign a user agreement and a resolution. Both Sue and Tim would control and monitor the P-Cards usage. Sue suggested that before a P-Card purchase could happen, a purchase order would need to be completed and approved.

Policy DGD – School District Credit Card and/or Procurement Cards – was reviewed. Minor changes were made, and it was determined that a procedure needs to be created for use of P-Cards. Sue will work on this and bring it back to the committee at their next meeting. This policy was placed on hold.

Additional discussion, suggestions and questions surrounding manifest procedure was had. It was determined that this policy will be brought forward for review at the next meeting in January.

Meeting ended at 4:45 PM – Next meeting January 10, 2018.

Respectfully submitted,
Wendy L. DiFruscio