

REGIONAL SCHOOL UNIT NO. 40
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union
1070 Heald Hwy.* PO Box 701 * Union * Maine * 04862

Susan A. Pratt, Superintendent
Kimberly Schroeter, Director of Instruction

R. Scott Wyman, Business Manager
Karen Etheridge, Director of Student Services

POLICY COMMITTEE

Minutes

The mission of the MSAD #40 Policy Committee is to create, maintain, review and update policies that nurture a quality educational environment and which conform to Federal and State Law.

Tuesday December 20, 2011

5:00 p.m.

Central Administrative Offices

COMMITTEE MEMBERS:	Danny Jackson(Chair), Errol Silvestri, Sandra O'Farrell, Cynthia Rosen
EX-OFFICIO MEMBER:	Bonnie Davis Micue
ADMINISTRATIVE MEMBER:	Superintendent Susan A. Pratt

*** PLEASE BRING POLICY MANUALS TO THE MEETING ***

AGENDA TOPICS

I. OPENING

A. Call To Order

Danny Jackson called the meeting to order at 5:04pm

B. Declaration of Quorum

A quorum was declared with all members present.

Others present: Bonnie Davis Micue, Business Manager- Scott Wyman, Superintendent Susan Pratt

II. ACTION ITEMS

A. Adjustments to the Agenda

None

B. Review Minutes of November 15, 2011

Errol Silvestri moved and Sandra O'Farrell seconded to approve the minutes of November 15, 2011.

Sandra O'Farrell, Errol Silvestri, and Danny Jackson in favor. Motion passed

III. NEW/REVISED POLICIES FOR CONSIDERATION

A. Review: Policy DA- Fiscal Management Goals/Priority Objectives

There was discussion on any needed changes to this policy. Superintendent Pratt mentioned there was no need to change/update at this time.

B. Revise: Policy DA-P- Fiscal Management Procedures

There was discussion on the needed updates to this policy. Sandra O'Farrell moved and Errol Silvestri

seconded to send to the Board for a first reading. Sandra O'Farrell, Errol Silvestri and Danny Jackson in favor. Cynthia Rosen abstained. Motion passed.

C. Review: Policy DB- Annual Budget

There was discussion on needed changes to this policy. Superintendent Pratt mentioned only needing to change the legal reference. Sandra O'Farrell moved and Errol Silvestri seconded to send to the Board for a first reading. All in favor. Motion passed.

D. Proposed New: Policy DBC- Annual Budget Adoption

There was discussion on this proposed new policy. Errol Silvestri moved and Cynthia Rosen seconded to send to the Board for first reading. All in favor. Motion Passed.

E. Revise: Policy DBG- Budget Adoption Process

There was discussion on any needed changes/updates to this policy. Superintendent Pratt suggested we go with the MSMA sample policy. Sandra O'Farrell moved and Cynthia Rosen seconded to send to the Board for first reading. All in favor. Motion Passed.

F. Proposed New: Policy DFD- Gate Receipts and Admissions

There was discussion on this proposed new policy. Sandra O'Farrell moved and Cynthia Rosen seconded to send to the Board for first reading. All in favor. Motion Passed.

G. Proposed New: Policy DI- Fiscal Accounting and Reporting

There was discussion on this proposed new policy. Errol Silvestri moved and Sandra O'Farrell seconded to send to the Board for first reading. All in favor. Motion Passed.

H. Proposed New: Policy DIC- Budget Oversight and Administration

There was discussion on this proposed new policy. Errol Silvestri moved and Sandra O'Farrell seconded to send to the Board for first reading. All in favor. Motion Passed

I. Proposed New: DID- Inventories

There was discussion on this proposed new policy. Errol Silvestri moved and Sandra O'Farrell seconded to send to the Board for first reading. All in favor. Motion Passed

J. Review: Policy DIN- Scholarship Trust Funds

There was discussion on any needed changes/updates to this policy. RSU#40 was added. There was no need to forward to the Board.

K. Review: Policy DJ- Bidding/Purchasing Requirements

There was discussion on any needed changes/updates to this policy. Superintendent Pratt suggested we go with the MSMA sample policy. Sandra O'Farrell moved and Cynthia Rosen seconded to send to the Board for first reading. All in favor. Motion Passed.

L. Proposed New: Policy DJG- Vendor Relations

There was discussion on this proposed new policy. It was decided to bring this proposed new policy back to the Policy Meeting in January.

M. Proposed New: Policy DK- Payment Procedures

There was discussion on this proposed new policy. Sandra O'Farrell moved and Cynthia Rosen seconded to send to the Board for first reading. All in favor. Motion Passed.

N. Review: Policy DN- School Properties Disposition

There was discussion on any needed changes/updates to this policy. There were no need changes/updates at this time.

IV. OTHER ITEMS

None

IV. ADJOURNMENT

Danny Jackson declared the meeting adjourned at 6:46pm.

Respectfully Submitted,

Danny L. Jackson

**Policy Chair
RSU#40/MSAD#40**