

Policy Committee Meeting  
August 16, 2021

1. The meeting was convened at 1:35 PM.  
Present: Lauren Skiff, (Chair), Donna P. Leake, (Superintendent)  
Absent: Jessica Perry
2. The Committee did a quick review of the policies which will be discussed at the next policy meeting to determine if any other information is needed for the review. The Policy Committee will set another meeting prior to the BOE meeting on September 9.
3. The Committee reviewed the following purchasing policies. Lauren will walk the BOE through these proposed changes at the BOE meeting on August 19:
  - Policy 3313 (Relations with Vendors): This policy is not required. *The Policy Committee is recommending the BOE retain this policy and include a current review date.*
  - Policy 3313.1 (Local Purchasing): It was recommended that we consolidate this policy with policy 3320. *The Policy Committee is recommending that the BOE repeal this policy and accept the consolidation of this policy with policy 3320.*
  - Policy 3326 (Paying for Goods and Services): This policy has two sections, and neither section is necessary (either because it is not a required policy or because it is covered by another policy). Specifically, the first section can be consolidated with Policy 3320 if the Board so chooses. The second section addresses the authority of the Superintendent to make line-item transfers, which is also addressed in Policy 3150 (Budget and Line-Item Transfers- also attached). *The Policy Committee is recommending that the BOE repeal this policy and include the relevant section in policy 3320. There is a question whether policy 3150 needs to be modified to include that the BOE chair be notified prior to the Superintendent making any emergency transfers.*
  - Policy 3326.1 (Paying for Goods and Services (Payroll)): This policy is not required. *The Policy Committee recommends that the BOE retain this policy but change wording to read 'those checks be signed by Chairman of the Board of Education (not the Secretary) or another member of the BOE authorized to sign checks by the Board of Education'.*
  - Policy 3320 (Purchasing): *The Policy Committee is recommending the BOE review this policy and include recommended suggestions. There is a change being recommended that the amount for the Competitive Bidding Process, which requires sealed bids, be changed from \$7,500 to \$30,000 or more and the amount for the Competitive Quotation Process, which requires multiple quotes, be changed from \$1,000 to \$5,000.*
4. The meeting was adjourned at 3:00 PM.