MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE

Tuesday, January 15, 2013
Dr. Alfred B. Tychsen Administration Building
8:00 a.m.

Board of Education Policy Committee Members Present:
Sheila Daniels, Chair, Ava Hart, and Ed McKeon

Also Present:
Dr. Patricia Charles, Superintendent, Lynda MacPherson, Manager of Financial Operations, Kathleen F. Bengtson, Administrative Assistant, Bobbye Knoll, Community Member

The following policies were discussed:

Policy #1140 – Distribution of Materials by Students (Use of Students) – Dr. Charles requested this policy be reviewed. She has a lot of requests from the community to send out flyers. We have to be careful what we allow the students to take home. She would like to send out many flyers electronically.

Bobbye Knoll said the printed flyers are not economical and sometimes they are not distributed in time. If you send something home with the children, the administration seems to be endorsing the program.

Ed McKeon questioned what our liability is if something goes wrong with a function, when we had distributed the flyer. Ava suggested sending out flyers only for school activities.

The three different policies (Middletown’s, Westbrook’s, CABE’s) were reviewed. The Policy Committee decided that Westbrook's policy was more detailed and was current (November 13, 2012). The name of the policy would be changed from Distribution of Materials by Students (Use of Students) to Non-School Activities and Public Performances by Students & Distribution of Materials by Students. The only changes in that policy would be in the section - Distribution of Materials by Students, which would indicate the materials distributed can be done so either via print or electronically and at the approval of the Superintendent.

This policy will be prepared and given to Dr. Charles to review with the Administrators before it is sent to the Board for its review.

Policy #3320 – Purchasing Procedures – Dr. Charles requested this policy be reviewed. As a change in procedure will be considered, the Policy Committee felt both the policy and regulation should be brought to the Board's attention.

In an effort to streamline the purchasing process, Lynda MacPherson stated we now have a walk through procedure for a high-priority purchase, it can be walked through the process for a quick turnover. She noted the Facilities Department has encumbered a lot of blanket purchase orders, which will help speed up the process. Teachers should get preapproval for purchases for their
classrooms if they want to be reimbursed. Dr. Charles said this purchasing process should be enforced for the schools.

Regarding the purchasing process, Lynda MacPherson stated she wants to be able to defend the vendor that was selected. We need to get the right vendor for the job. Ed McKeon said that is why he feels a preapproved vendor list would be helpful. Lynda discussed other town's procedures. Meriden has a prequalified list of preferred vendors.

In the past, orders have been split to avoid the bid limit. Vendors know the system and how to avoid bidding. Lynda stated she thinks the Preapproved Vendor List would be the best way to handle this situation. If we requested it, Lynda stated she believed the City of Middletown would vet our list and check for fully licensing, etc. We would put together a list of vendors we have confidence in. Ed noted that if a vendor is on the State bid list, it is not guaranteed that they have the best price. He also stated a call list would be helpful of vendors to use in certain situations.

Lynda brought up the City of Middletown’s procedures. After the committee reviewed it, they thought we should model our regulation after the City. We need a policy and regulation that has some teeth in it that everyone understands.

Changing the public bid amount from $7,500 to $10,000 or $20,000, was discussed. Mr. McKeon wants the purchase orders process under control before we consider increasing the limit. We need to show the time and expense saved in defense of updating the bid limit. Should we go to $10,000 or $20,000 bid limit? Sheila Daniels stated, to show the Board the reason why this increase in bid amount is requested, it would be helpful to have one or two antidotes available indicating when Pat and Lynda had difficulties with the $7,500 bid level. Dr. Charles stated she did not want to have a committee’s work questioned when a purchase had been thoroughly vetted. She requested the following:

- Prepare a timeline, which would support the raising of the limit.
- Prepare a list showing the percentage of purchase orders that are over the $7,500, $10,000, etc. limits.
- Do an analysis of the time spent for the purchasing procedure.
- Lynda will ask City about vetting a vendor list.
- Prepare information on whether we were able to tighten up the purchasing procedures.

Upon receipt of above information, the Policy Committee will review this matter further.

Bylaw #9271 -- Code of Ethics – As the BOE recently adopted Policy #0050 – Code of Ethics, the Policy Committee believed it was not necessary to have an additional bylaw for this subject

The Policy Committee recommended this Bylaw #9271 -- Code of Ethics be DELETED from the Middletown Manual of Policies, Regulations and Bylaws. and be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

SERIES 1000 – Community Relations

The Committee did not have time to review any of the 1000 Series Policies. or the Bylaw #9131- Community Members on Board Committees
The Policy Committee suggested the next policies to review would be:

Policy #6142.101 – School Wellness Policy
Policy #6173 – Homebound Instruction
Policy #7551 – Naming School Facilities
Bylaw #9131- Community Members on Board Committees
Series 1000 - Review

The next Policy Committee meetings will be scheduled for Tuesday, February 26, 2013, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

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