Board of Education Policy Committee Members Present:
Sheila Daniels, Chair; Christopher Drake

Also Present:
Dr. Patricia Charles, Superintendent, John Cross, Director of Facilities, Patricia Ehnot, Teacher, Meg Susi and Christopher Sugar, Appointed Policy Community members, and Kathleen Bengtson, Administrative Assistant, also Jay Tulin, Community member.

The following policies and bylaws were discussed.

#1330 – Use of School Facilities - Kathy checked and CABE said it did not have any new policies for this one. There is a current policy (September 8, 2015) and regulation (November 2, 2015), which Dr. Charles requested be reviewed.

She stated we are having a situation where people who have rented our facilities have not been paying the rental fees in a timely fashion. We have one person who is trying to slowly pay off the bill, but others that will not or cannot pay.

- We need to get the invoices billed out quicker.
- We want to choose the vendors who are hired to run the lights and sound system for the high school as they are sophisticated systems and we want only our approved vendors working with them.

Christopher Drake said this is the type of policy that gets litigated. Needs to be equal treatment to similar groups. You can’t pick and choose who you want to rent to. Must follow rules and procedures.

Christopher Sugar agreed this policy and regulation should be tightened up. He offered to send Kathy suggestions for the next meeting’s review.

Maybe ask Wesleyan University, The Senior Center, and the City of Middletown Parks Division for their rental agreements to determine how security deposit and fees are handled.

Will there be preferential treatment between in-town and out-of-town applicants?

Should the renting of facilities be for a community orientated event as opposed to a profit-making event?
**Rental Fee Application and agreement:**

- Do we need a security deposit?
- Need to take out the word “new” high school, as it really isn’t new anymore.
- Need to decide if we want to spell out the fee schedule for the high school. Marco to check this out.
- Need to spell out when the fees are due:
  - Certain percentage as security deposit,
  - When is full payment expected, i.e. 5 business days following event date;
  - Who is legally responsible if fees are not paid,
  - Will there be a cancellation fee?

Want Marco at the next meeting to discuss this matter.

We will not be renting any facility if money is due from the applicant.

**The Committee discussed the matter and recommended this revised policy be brought back to the Policy Committee for further discussion.**

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**#3270 – Sales and Rentals of Real Property**— CABE, it did not have any updated policy. Kathy checked the CABE website and there was no reference to Policy #3270. If we do not delete it, Kathy suggested we review it and update the date so it will be current in our manual.

**The Committee recommended this policy be brought back to the Policy Committee for further discussion.**

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**#3280 – Gifts, Grants and Bequests**— Kathy spoke with CABE, it sent her its most recent policies.

Patricia Ehnot, Teacher, spoke concerning the wishes of the 2017 Senior Class to give a gift to the high school ($2,500 - $3,000). They wanted to put the “M” on the hill near the high school near the stands (a small clearing of 60’ x 60’).

- Wondering about a boxwood hedge and what the ramifications would be. Meg asked about a partnership with Vinal Regional Technical School or with our VoAg students to take care of this hedge.
- Also wondering about maybe a sign. Different options were suggested.
- Dr. Charles stated we need to be sure the correct “M” is used. Whatever is used, it should be done professionally.

It was determined the following steps should be taken concerning this class gift:

1. A proposal needs to be prepared.
2. Then proposal submitted to John Cross, Director of Facilities;
3. Then to Dr. Charles, Superintendent; and
4. Then to the BOE for approval.

The Policy and Regulation were reviewed and the Committee recommended this policy be brought forward at its next meeting for its first reading to be readopted and update its date to the present.

There was not enough time to address the following, which will be address at the next policy committee meeting:

#0000 – Mission/Philosophy
#0200 – Goals for Student Accomplishment

The next Policy Committee meeting is scheduled for January 17, 2016.

/kfb