

**School Administrative District No. 53**  
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**Excellence in Education**

Michael A. Gallagher  
Superintendent of Schools

Policy Committee  
Minutes  
3/21/2011

Members in attendance: M. Wintle, R. Basford, Administrator of Special Services S. Shorey and Superintendent M. Gallagher

Item 1. Policy discussion/review of policy BBB School Board Elections - No additional changes were made to this policy. It will be presented at the April 4, 2011 Board meeting for approval.

Policy BCB – Board Member: Prohibited Appointments and Employment, Conflict of Interest - No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Policy BDA – Board Organizational Meeting – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Policy BDB – Board Officers – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Policy BDD – Board-Superintendent Relationship – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Policy BBBDA – Board Declared Vacancy Caused by Absenteeism – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Policy BIC – Board Member Freedom of Access Training – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Policy KDB – Public’s Right to Know/Freedom of Access – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

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Policy BEC– Executive Session Law – No additional changes were made to this policy. The policy will be presented at the April 4, 2011 Board meeting for approval.

Item 2 - Policy discussion/review of policy CB School Superintendent – After reviewing both the current board policy and the sample MSMA policy the committee and noting that they were nearly the same. The committee made suggestions to modify the current board policy to match the MSMA policy and to delete the Policy Reference of a policy that was deleted previously. This policy will be presented to the full board at the April 4, 2011 for its first reading.

Policy DB Annual Operating Budget – A comparison between the current policy and the MSMA sample policy revealed one difference. The current board policy was modified to include the delegation budget officer responsibilities as appropriate and to include a legal reference for an RSU. This policy will be presented to the full board at the April 4, 2011 for its first reading.

Policy DN School Properties Disposition – After reviewing the sample policy and the current board policy and noting that they were virtually the same, the committee did not recommend any changes to the current policy. This policy will be presented to the full board at the April 4, 2011 for its first reading.

Policy DIDA Asset Capitalization – Although the sample policy had some difference than the current board policy after much discussion about the process of completing inventories on collections (adding to or deleting from) based on purchases and disposition, the committee made one minor revision to the policy. It was determined to add “Special Equipment” as a collection that will be capitalized. This was done to cover specialized equipment that is purchased and used in the special education program. The committee also discussed the current policy legal reference noting that the sample policy didn’t have a legal reference. Superintendent Gallagher was to check to see if one was necessary. This policy will be presented to the full board at the April 4, 2011 for its first reading.

Policy JLCE First Aid and Emergency Medical Care – After a review the committee chose to modify the current policy. They decided to use an introductory paragraph from the sample policy and one additional sentence referring to the Maine School Health Manual. This policy will be presented to the full board at the April 4, 2011 for its first reading.

The committee adjourned at 6:00 P.M. The next meeting is scheduled for April 11, 2011.

Respectfully submitted,

Michael A. Gallagher

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