

CAPS Collaborative
Policy Sub-Committee
January 17, 2017
Minutes

Meeting called to order 2:05

Members present: Superintendent Steve Meyer, Superintendent Tari Thomas, School Committee Member Diane Salcedo Also in attendance: Cindy Landanno

The minutes from November 29, 12016 were reviewed. Ms. Thomas made a motion and seconded by Ms. Salcedo voted unanimously to accept minutes as printed.

Ms. Landanno presented information on the current CAPS policies being coded with the MASC model of Policy Coding. Ms. Thomas motioned and Mr. Meyer seconded voted unanimously to adopt the MASC Policy coding model for CAPS Collaborative Policies.

Employee Handbook was reviewed, section by section for deletions, edits and additions. Subcommittee discussed the changes. A directive was given for Mrs. Landanno to move ahead to make the appropriate edits to the document and bring back the complete document to the next subcommittee meeting for review. At that point the document would be reviewed by the legal firm and then brought to the full Board for vote.

Discussion of Finance Policies. Mrs. Landanno will review fiscal policies from other Collaboratives. Policies will be brought to the subcommittee for review. Mrs. Landanno will review the fiscal procedures with the finance Manager and report back at the next meeting. Fiscal policies will also be reviewed by the Finance Subcommittee.

Next meeting scheduled for February 13, 2017 at 2:00 PM at Mahar.

Meeting adjourned at 3:30 PM

Respectfully Submitted:

Cindy Landanno