

**Policy/Communications Meeting  
MINUTES**

**Wednesday, December 19, 2018  
5:45 PM**

**Brookfield High School Media Center**

The Policy/Communications subcommittee meeting was called to order by Rosa Fernandes at 5:51 pm

**Present:** Rosa Fernandes, Bob Belden, Debbie Brooks, Superintendent Dr. John Barile, Director of Business & Operations Ken Post and Lisa Gramling

B. Belden moved, R. Fernandes seconded, and the subcommittee voted unanimously to approve the minutes from November 28, 2018.

**Continued discussion of #5144.1, Restraint and Seclusion**

Director of Special Services Dr. Christine Sipala explained the new legislation that has been added to the Restraint & Seclusion policy.

After discussion, R. Fernandes moved, B. Belden seconded and the subcommittee voted 3-0 to bring this policy forward to the Board for a first reading on December 19, 2018.

**Initial discussion of new Policy #3542.43- Lunch Charging**

Director of Finance & Business Operations Ken Post distributed a non-edited copy of the Lunch Charging Policy. The subcommittee discussed how the district handles negative lunch balances.

After discussion, R. Fernandes moved, B. Belden seconded, and the subcommittee voted 3-0 to continue its discussion of this policy at its next meeting, and remove it for approval for a first reading from the 12/19/18 Board agenda.

**Initial discussion of Policy #3171.1, Non-Lapsing Education Fund**

Dr. Barile gave an overview of having a non-lapsing policy. Mr. Belden asked Dr. Barile to see who in the WCSA have a non-lapsing fund policy.

After discussion, R. Fernandes moved, B. Belden seconded, and the subcommittee voted 3-0 to continue its discussion of this policy at its next meeting, and remove it for approval for a first reading from the 12/19/18 Board agenda.

**Initial discussion of new Policy #6163.32 Service Animals**

Dr. Sipala gave an overview of the Service Animal policy. She asked the subcommittee to review it and send any questions to her by 1/4/19.

**Initial discussion of Policy #3160, Transfer of Funds**

Mr. Post reviewed both CAFE's version and Brookfield's version of the Transfers policy. The subcommittee preferred the CAFE version.

After discussion, B. Belden moved, R. Fernandes seconded, and the subcommittee voted 3-0 to bring this policy forward at the next available date.

**Initial discussion of Policy #3326.2/3326.3, Credit Card Usage**

Mr. Post reviewed both CABE's version and Brookfield's version of the Credit Card Usage policy. The subcommittee preferred Brookfield's version.

After discussion, B. Belden moved, R. Fernandes seconded, and the subcommittee voted 3-0 to keep Brookfield's version and authorize the administration to adjust the formatting.

**2019-2020 Budget Communication Efforts**

Dr. Barile reported that the Superintendent's spending plan was tweeted out, added to the Facebook page and the budget book in its entirety is on the website. Mrs. Fernandes asked if Technology Director Eric Conklin could look into the mobile version of the new school project website.

**New School Project Communication Efforts**

Dr. Barile talked about meetings that are currently scheduled/will be scheduled to discuss the new school building project. He said State Representative Steve Harding is officially endorsing the new school building project and will have it on his "coffee and" agenda. The display boards are out and will be moved around for exposure. Mrs. Fernandes will work on the FAQ's.

**Discussion of January 16<sup>th</sup> Policy/Communications Meeting (Public Hearing is scheduled for that night at 6:00 pm).**

The subcommittee will meet at 5:00pm on Wednesday, January 16<sup>th</sup> prior to the budget hearing.

Without objection, R. Fernandes adjourned the meeting at 6:53 pm

Respectfully Submitted,  
Lisa Gramling, Board Clerk