

# **Milford Board of Education Policy Governance Workshop March 30, 2009**

## **Board members present:**

David Amendola  
David Hourigan, Board Chair  
Jim Quish  
Joanne Rohrig  
James Santa Barbara  
Pam Staneski  
Greta Stanford

## **Administrators present:**

Harvey Polansky, Superintendent  
Michael Cummings, Asst. Superintendent  
Philip Russell, Deputy Superintendent

## **Board members absent:**

Tracy Casey  
Cindy Kopazna  
David Steinlauf

## **I. CALL TO ORDER**

The Milford Board of Education held a Policy Governance Workshop on Monday, March 30, 2009 in the Board of Education Meeting Room in the Parsons Complex. Board Chair David Hourigan called the meeting to order at 6:06 p.m.

## **II. POLICY GOVERNANCE REVIEW**

Mr. Hourigan pointed to the packet of policies that were currently under review. The following changes were requested:

### **BSL2.2: Unity of Control**

The Superintendent is the portal through which information may be requested by the Board. In cases where an individual Board member (or sub-committee) requests information, however, the Superintendent has the right to refuse such request, if he/she believes it will take an unreasonable amount of staff time and/or be disruptive to the staff. The Board asked to put an additional clause in, however, which would enable an individual Board member and/or sub-committee to petition the full Board for a final decision if the Superintendent exercised the refusal option.

### **EL-8: Asset Protection**

The Board asked several questions about the Request for Proposal (RFP) and bidding process. A question was posed to Mr. Russell asking why the bid/RFP process is not used for **all** services/supplies/materials/equipment purchases. Mr. Russell stated that he follows the procedure that the City uses, which puts the minimum threshold at \$7,500. He further explained that even in instances where purchases are lower than \$7,500, he and his staff have purchasing agreements in place guaranteeing low prices for those items/services (i.e. office supplies). He agreed to retrieve the actual city language and have it inserted in the appropriate section of the policy.

### **GP-6: Chair's Role**

Mr. Hourigan explained the change in language for 6.3 which calls for the Board Chair to serve as an ex-officio member on all Board committees which he/she does not chair. The Board concurred.

Mr. Hourigan also referred to the "Duties of the Chairperson" document that he drafted. He explained it would help in the transition from Board Chair to Board Chair, when needed. In that document, it was noted that the listing for PTA Council should be expanded to PTA Council/One Voice. The group concurred.

### **GP-8: Board Member Code of Conduct**

Minor changes were noted here. The second bulleted item in 8.11 was revised to "Board retreats" since the number of such retreats may differ from year to year. Some numbering changes were made in 8.12, 8.13 and 8.14.

### **GP-12: Board Operations**

A revision was requested in 12.2, detailing the number and types of meetings held by the Board. The goal was to clarify the purpose of the Regular Business Meeting and the purpose of the second meeting of the month (Committee of the Whole, Workshop, etc.). Most of the discussion focused on the second meeting (COW/Workshop) and its connection to the Annual Meeting Planner (to be used as an associated document). The Board concurred with these revision requests.

In 12.5.d, it was questioned whether the discussion relating to the purchase of real estate, a site, or pursuit of a lease was allowable in Executive Session. Dr. Polansky confirmed this was one of the allowable reasons for Executive Session, as prescribed by the Freedom of Information Act.

### **GP-15: Board-Staff Communications**

It was questioned whether all communication between the Milford Public Schools staff and the elected Board of Education members needed to go through the Superintendent. Dr. Polansky explained there is a published chain-of-command in place and it was imperative to operate in this manner. The Board agreed.

In 15.3, discussion ensued relating to conversation between Board members at chance social gatherings. The Board agreed to include the phrase, "As a result, discussion of personalities or personnel issues is discouraged." It was also noted that verbiage similar to this appears in several places throughout the existing Governance policies.

The changes will be made to the current files and a revised set will be presented for approval at the April 6, 2009 meeting as a 'second read' on the Consent Agenda.

Several board members noted they were missing EL-8 and EL-9 (orange pages) in their Policy Governance Notebooks. Dr. Polansky said replacement pages would be sent in the next board packet.

## **VIII. ADJOURN**

Greta Stanford made a motion to adjourn. Joanne Rohrig seconded. Motion passed unanimously. Meeting adjourned at 6:50 p.m.

Greta Stanford, Corresponding Secretary

Kathy Bonetti, Acting Recording Secretary