

**Chaplin Elementary School
Board Policies Committee**

Meeting Minutes

**April 22, 2020
6:30 p.m.**

REMOTE MEETING VIA WEBEX

Jaclyn Chancey, Daniel Caron, William Hooper, Kevin Chavez in attendance

1. Meeting called to order at 6:32
2. Review and Discussion of Existing Board Policies and CABA Model Policies

Continuing work on policies arising from the financial procedures manual, as requested by BOF.

- 3313 “Relations with Vendors” – *revised policy*
- 3320 “Purchasing Procedures” – *revised policy*
- 3323 “Soliciting Prices/Bidding Requirements” – *revised policy*
- 3324 “Ordering Goods and Services — Purchase Orders and Contracts” – *new policy*
- 3320.1 “Receiving” – *new policy*
- 3326 “Paying for Goods and Services” – *revised policy*
- 3326.2* “Cash Disbursement” – *new policy*

Note: To remain consistent with the financial procedures manual, administration is expected to adopt the following new regulations: R3320, R3323, R3320.1, R3326, R3450, R3326.2. These regulations should be uploaded to the COPS site.

Future meetings will continue working on the financial procedures manual, followed by CABA required policies 5144.4 and the 6000 series.

** In video and notes, this policy was referred to as 3326.1. This is an error and would result in a conflict with another policy with this number.*

3. Motion to adjourn: William Hooper
Second: Dan Caron
Meeting adjourned at 7:25