

**Chaplin Elementary School  
Board Policies Committee**

**Meeting Minutes**

**November 28, 2020  
6:30 p.m.**

**REMOTE MEETING VIA ZOOM**

Recording link:

<https://zoom.us/rec/share/DM5nut9gH5YpvEwh9d8PfB4lmL4ftl9BYkoUi9zWwSPHwo4ADZO8nya6LlwyARyS.B95Wv3QPSPfAs1is?startTime=1603924069000>

Jaclyn Chancey, William Hooper, Kevin Chavez in attendance

1. Meeting called to order at 6:33
2. Review and Discussion of Existing Board Policies and CAFE Model Policies

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

- 4112.6/4212.6 “Personnel Records” - *new policy*
- 3560 “Capital Improvement Funds” - *new policy*
- 3542 “School Lunch Service” - *new policy\**
- 3290 “Grants and Other Revenue” - *new policy*

Note was made that several administrative regulations are needed to fully incorporate the financial procedures manual. They should be adopted by administration and uploaded to the COPS site.

3. Meeting adjourned at 7:34

*\* Post-meeting note: A portion of 3542 is now being questioned, so this policy will **not** be included on November BOE agenda.*