

EAST HAMPTON  
**BOARD OF EDUCATION**  
EAST HAMPTON, CT 06424

**POLICY & CURRICULUM COMMITTEE**

Jeff Carlson – Chairperson  
Erica Bonaccorso  
Carol Williams

MINUTES

Date: September 6, 2016

Members Present: Ms. Bonaccorso and Mr. Carlson and Ms. Williams (arrived at 5:30 p.m.),

Administrators Present: Mr. Smith, Superintendent of Schools  
Ms. Asetta, School Business Manager

1. Call to Order
  - 1.1 The meeting was called to order by the Ms. Bonaccorso at 5:18 p.m. in the High School Library/Media Center.
2. Approval of June 13, 2016 minutes
  - 2.1 Motion by Ms. Bonaccorso, seconded by Mr. Carlson, to approve the June 13, 2016 minutes. Voted unanimously.
3. Review of 3320, Purchasing Procedures
  - 3.1 The Policy & Curriculum Committee reviewed 3320, Purchasing Procedures.
4. Review of 3324, Ordering Goods and Services (Purchase Orders)
  - 4.1 The Policy & Curriculum Committee reviewed 3324, Ordering Goods and Services (Purchase Orders).
5. Review of 3324.1, Contracts
  - 5.1 The Policy & Curriculum Committee reviewed 3324.1, Contracts.
6. Review of 3326, Paying for Goods and Services
  - 6.1 The Policy & Curriculum Committee reviewed 3326, Paying for Goods and Services.
7. Review of 3326.3, Board of Education Credit Card
  - 7.1 The Policy & Curriculum Committee reviewed 3326.3, Board of Education Credit Card.
8. Review of 3432, Financial Reporting
  - 8.1 The Policy & Curriculum Committee reviewed 3432, Financial Reporting.
9. Review of 3514, Use of Equipment
  - 9.1 The Policy & Curriculum Committee reviewed 3514, Use of Equipment.
10. Review of 3515.1, Telephone
  - 10.1 The Policy & Curriculum Committee reviewed 3515, Telephone.
11. Other Business – None
12. Adjournment
  - 12.1 Motion by Ms. Bonaccorso, seconded by Mr. Carlson, to adjourn the meeting at 6:00 p.m. Voted unanimously.

Respectfully submitted,

Paul Smith  
Superintendent of Schools