

**Chaplin Elementary School  
Board Policies Committee**

**Meeting Minutes**

**February 26, 2020  
6:30 p.m.**

**CES Conference Room**

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

1. Meeting called to order at 6:34
2. Review and Discussion of Existing Board Policies and CAFE Model Policies

Discussed CAFE model policy 5144.4 "Physical Exercise and Discipline of Students." CAFE's model policy would not support current practice; state law may. PBIS committee will discuss possibilities. Policy committee will reconsider 5144.4 at end of school year.

Paused work on CAFE required policies to address policies arising from the financial procedures manual, as requested by BOF.

- 3001 "General Statement on Accounting Policies and Procedures" – *new policy*
- 3435 "Fraud Prevention" – *new policy*
- 3432 "Budget & Expense Report/Annual Financial Statement" – *revised policy*
- 3110 "Budget Planning" – *revised policy*
- 3150 "Budget Adoption" – *revised policy*
- 3451 "Cash Management" – *new policy*
- 3452 "Petty Cash" – *new policy*
- 3201 "Accounts Receivable Collection" – *new policy*

Note: To remain consistent with the financial procedures manual, administration is expected to adopt the following new regulations: R3001, R3435, R3434, R3432, R3110, R3150, R3160, R3451, R3452, R3201, and R3542.43. These regulations should be uploaded to the COPS site.

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

3. Meeting adjourned at 7:32