

March 25, 2019  
Human Resources & Policy Subcommittee Meeting

A meeting of the Human Resources & Policy Subcommittee of the Westfield School Committee was held on Monday, March 25, 2019 at 6:00 pm. The meeting was held in the City Council Chambers at City Hall, 59 Court Street, Westfield, MA. Members present by roll call were: Diane Mayhew, Ramon Diaz and at 6:06 pm Heather Sullivan entered the meeting. Bo Sullivan and Tim O'Connor were present. Mr. Ron Rix was also in attendance.

Diane Mayhew called the meeting to order at 6:00 pm.

1. Public participation, excluding personnel: none

2. Policy File: DA Fiscal Management Goals

The policy was reviewed and discussed. It was decided to amend the policy.

Ramon Diaz moved, Diane Mayhew seconded to amend policy File: DA Fiscal Management Goals and bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

3. Policy File: DB Annual Budget

The policy was reviewed and discussed. It was decided to revise the entire policy.

Diane Mayhew moved, Ramon Diaz seconded to revise the entire policy File: DB Annual Budget to match the MASC sample policy and bring forward a positive recommendation to the full committee to revise. All were in favor. Motion passes.

4. Policy File: DBD Budget Planning

The policy was reviewed and discussed. It was decided to revise the entire policy.

Heather Sullivan moved, Ramon Diaz seconded to revise the entire policy File: DBD Budget Planning to match the MASC sample policy and bring forward a positive recommendation to the full committee to revise. All were in favor. Motion passes.

5. Policy File: DBH Budget Adoption Procedures

The policy was reviewed and discussed. It was decided to amend the policy and change the file location.

Heather Sullivan moved, Ramon Diaz seconded to amend the policy and change the file location to File: DBG Budget Adoption Procedures and bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

6. Policy File: DBJ Budget Account Deficit

The policy was reviewed and discussed. It was decided to amend the policy and change the file location.

Heather Sullivan moved, Ramon Diaz seconded to amend the policy and change the file location to File: DBI Budget Account Deficit bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

7. Policy File: DBK-R Budget Transfer Procedures

The policy was reviewed and discussed. It was decided to amend the policy and change the file location.

Heather Sullivan moved, Ramon Diaz seconded to amend the policy and change the file location to File: DBI-R Budget Transfer Procedures bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

8. Policy File: DG Depository of Funds

The policy was reviewed and discussed. It was decided to amend the policy by changing the title.

Heather Sullivan moved, Ramon Diaz seconded to amend the policy by changing the title to File: DG Deposits of Receipts and Revenues bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

9. File: DH Bonded Employees and Officers

The policy was reviewed and discussed. It was decided to mark the policy reviewed.

Heather Sullivan moved, Ramon Diaz seconded to mark policy File: DH Bonded Employees and Officers as reviewed and bring forward a positive recommendation to the full committee to mark as reviewed. All were in favor. Motion passes.

10. Policy File: DI Fiscal Accounting and Reporting

The policy was reviewed and discussed. It was decided to revise the entire policy.

Heather Sullivan moved, Ramon Diaz seconded to revise the entire policy File: DI Fiscal Accounting and Reporting to match the MASC sample policy and bring forward a positive recommendation to the full committee to revise. All were in favor. Motion passes.

11. File: DIB Types of Funds

The policy was reviewed and discussed. It was decided to amend the policy.

Heather Sullivan moved, Ramon Diaz seconded to amend policy File: DIB Types of Funds and bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

12. Policy File: DJA Purchasing Authority

The policy was reviewed and discussed. It was decided to mark the policy as reviewed.

Heather Sullivan moved, Ramon Diaz seconded to mark policy File: DJA Purchasing Authority as reviewed and bring forward a positive recommendation to the full committee to mark as reviewed. All were in favor. Motion passes.

13. File: DJF Cooperative Purchasing

The policy was reviewed and discussed. It was decided to mark the policy as reviewed.

Heather Sullivan moved, Ramon Diaz seconded to mark policy File: DJF Cooperative Purchasing as reviewed and bring forward a positive recommendation to the full committee to mark as reviewed. All were in favor. Motion passes.

14. Policy File: DJG Vendor Relations

The policy was reviewed and discussed. It was decided to rescind.

Heather Sullivan moved, Ramon Diaz seconded to rescind policy File: DJG Vendor Relations and bring forward a positive recommendation to the full committee to rescind. All were in favor. Motion passes.

15. Policy File: DK Payment Procedures

The policy was reviewed and discussed. It was decided to amend the policy.

Heather Sullivan moved, Diane Mayhew seconded to amend policy File: DK Payment Procedures and bring forward a positive recommendation to the full committee to amend. All were in favor. Motion passes.

At 6:47 pm Heather Sullivan moved, Ramon Diaz seconded to adjourn the meeting. All were in favor. Motion passes.

Diane Mayhew, Chair  
Human Resources & Policy Subcommittee

A report on this meeting given to the school committee at the April 1, 2019 meeting. Approved by school committee members at the April 1, 2019 school committee meeting.

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Diane Mayhew, Chair  
Human Resources & Policy Subcommittee

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