**POLICY GOVERNANCE COMMITTEE**

**MINUTES**

Date: November 29, 2016

Place:   Board Room, Havemeyer

Present:

 PGC Members: Ms. Barbara O’Neill, Chairman

Ms. Debbie Appelbaum

Dr. Gaetane Francis

 Other:

Board Members: Ms. Laura Erickson

 Mr. Peter Sherr

 Mr. Peter Bernstein

Administrators: Dr. Ann Carabillo, Deputy Superintendent

Mr. James Hricay, Managing Director, Operations

Other: Ms. Julie Faryniarz, Executive Director of the Greenwich Alliance for Education

 Ms. Marlene Gilbert, Greenwich Alliance for Education

The meeting was called to order by Ms. O’Neill at 7:04 pm.

1. **Discussion Gifts and Grants Policy:**

Ms. O’Neill noted the purpose of the meeting was a discussion of the gifts and grants policy to identify if there were any changes Board members wished to have made. It was further stated that PGC would review the recommendations made during the discussion and bring a revised policy, if so needed, to the Board for discussion and approval per normal practice.

For background, Ms. O’Neill advised those present that the district receives a great deal of funds from grants. She also noted the concerns she had heard raised about the current policy and procedures included:

* Oversight of the grant approval process
* Grants that were approved with implied costs/staffing implications
* Grants that were approved without meeting guidelines
* No issue with the policy, rather a potential issue with the current procedures

To facilitate the discussion, Ms. O’Neill read the current definition of grants. There was a brief discussion regarding the gift/grant fund, what was in which accounts and potential spending thresholds. It was noted by Board members that the district receives various forms of grants, potentially requiring different types of regulation. For the purposes of the discussion, State and Federal grants were not considered, only 501(c)(3) grants.

Mr. Hricay participated in this part of the discussion.

Discussion moved to the impact of 501(c)(3) grant funds on Pilots and the oversight issues associated with this. The need for some form of Board oversight, knowledge of the pilot and what it would entail including cost and staffing implications, prior to this type of grant being requested from an outside organization was noted. For many Board members, this did not equate to a need to approve all grants. It reflected a desire to be strongly in the loop with the opportunity to discuss grant proposals, especially those for pilot programs, that fell outside of prescribed procedures meeting the needs raised by the Board.

Dr. Carabillo advised that she had seen the procedures relative to 501(c)(3) grant approvals. She acknowledged they needed to be slightly revised and the information reinforced with Principals.

Dr. Carabillo reviewed her understanding of the approval process for this type of grant. They are initiated with the teacher. The teacher completes the district’s grant approval form and seeks approval from their Principal. Approved applications are forwarded to the appropriate Cabinet personnel. If sign off is received from all levels, the grant application may be submitted to the granting organization.

To address oversight concerns, it was suggested there be a Board Grants Committee. There was consensus for this action providing it would not slow the approval process given the time sensitive nature of the grant application process. It was suggested PGC could best function in this role at the outset. If PGC felt any grant required further Board discussion, they could so advise.

After a lengthy discussion, including information noted above, it was agreed that:

* Dr. Carabillo would update and redline the procedures regarding 501(c)(3) grants. To be addressed is notation of any program change, budget and/or staffing implications, connection to the district strategic plan, etc. PGC will receive the redlined procedures for follow-up.
* The process will be updated to include:
	+ 1. Any grant application meeting the requirements of the check list and receiving all Administrator sign-off will be permitted to be submitted without coming to the Board’s Grants Committee.
		2. Any grant application deemed appropriate by Administration but NOT meeting one or more of the grant check list criteria will come to the Grant Committee for review. The Grant Committee will approve said grant or advise additional discussion by the full Board.
		3. There will be a report presented to the Board noting all grants requested, which were awarded by funding organizations and updates regarding grants in progress. The timing of the report is TBD, but no less than annually and potentially more than once per year. Timing is to be determined by the various grant approving cycles of partner organizations.

The goal is for PGC to review the redlined gift/grant procedures and reach resolution prior to the Board’s 12/15/16 business meeting.

No votes were taken at the meeting.

1. **Adjournment**

MOTION: Ms. O’Neill moved to adjourn the

meeting. Ms. Appelbaum seconded

the motion.

 VOTE: 3 for, none opposed MOTION PASSED

The meeting adjourned at 8:30 pm.

 Respectfully submitted,

Debbie Appelbaum

Secretary, PGC

Approved

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