

ATTENDANCE:

Ms. Kathy Hamilton, Board of Education Dr. Joseph Erardi, NPS Superintendent
Mr. David Freedman, Board of Education Mr. Ron Bienkowski, NPS Director of Business
Mr. Tom Einhorn, Newtown Middle School Principal
Dr. Lorrie Rodrigue, Newtown High School Principal

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 8:10 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Mr. Freedman to approve the Minutes of March 25, 2015. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

Distributed to Committee

- Town Purchasing Ordinances Chapter 350
- Policy 3113 – Setting Budget Priorities
- Policy 3281.1 – Business/Industry/Corporate Involvement in Education
- Policy 3320.1 – Purchasing Procedures
- Policy 3321 – Requesting Goods and Services (Requisitions)
- Policy 3324 – Ordering Goods and Services (Purchase Orders)
- Policy 3340 – Individuals with Disability Education Act Fiscal Compliance
- Policy 5141.29 – School Based Health Clinic
- Series 4000 Policies

- **UNFINISHED BUSINESS**

Policy # 5114 - Suspension and Expulsion/Due Process

Dr. Erardi reported there was a 45 minute round table meeting held at the high school regarding the Suspension and Expulsion policy relating to co-curricular and extra-curricular activities. The meeting was attended by students, administrators and Board of Education member, Laura Roche. The group discussed the current 14 day removal from the co-curricular/extra-curricular activity if the incident occurred off campus and a 60 day removal from the co-curricular/extra-curricular

activity if the incident occurred on campus. The majority of the students supported a 60 day removal for both occurrences, on and off campus. Dr. Rodrigue said the parents she has spoken to want consistency among all activities. Mr. Einhorn said the policy needs to be clear and all students held accountable. Dr. Rodrigue suggested changing the policy to have the suspended student meet with the Superintendent and the Board of Education on their first offence. Right now the policy states the student will meet with the Superintendent and the Board on the second offence. A discussion followed on having the Board attending the meeting for the first offence. Ms. Hamilton said it is hard for Board of Education members to be available during the day. She suggested the Board have the option to send a Board liaison to the first offence meeting. The group will review the policy and come back to the next meeting with their recommendations. The Committee will review policy and make recommendations at the next meeting.

Policy #	Policy Title	Status
2240	Research, Evaluation and Planning	Use sample policy and regulation from CABE with additional wording on the Superintendent informing the Board of any such studies.
2300	Code of Ethics	Use Code of Ethics provided by CABE.
3113	Setting Budget Priorities	Use optional policy from CABE. With a few revisions to the wording and add due date for the established budget priorities.
3231	Medical Reimbursement for Special Education Students	Mr. Bienkowski will review policy with Julie Haggard and advise Committee of recommendations at next policy meeting. The Committee was given the new policy from CABE - Policy 5141.29 - School Based Health Clinic. The Committee will review policy and make recommendations at next meeting.
3240	Tuition Fees	Use sample policy from CABE. Removing the optional language for vo-ag program. Mr. Bienkowski went over how he determines the fees with the Committee. Ms. Hamilton asked Mr. Bienkowski where the collected fees go. Mr. Bienkowski said the fees are given back to the town. The Committee will finalize the policy at the next meeting.
3250	Materials/Services; Fees, Fines, Charges	Dr. Erardi will look into current practice at the schools and advise Committee of recommendation at next meeting. <i>Will be addressed in the next Policy Committee Meeting.</i>

3260	Sales & Disposal of Books, Equipment & Supplies	Mr. Bienkowski will review Committee recommendations and advise at next policy meeting. <i>Will be addressed in the next Policy Committee Meeting.</i>
3280	Gifts, Grants and Bequests	Ms. Hamilton will look at combining our current policy with another version of the policy from CAFE. She will include information in the policy on an annual report back to the Board of Education. <i>Will be addressed in the next Policy Committee Meeting.</i>
3281	School Fund Raisers	Dr. Erardi shared the Winter Sports Analysis from Gregg Simon on actual fees beyond pay to play. The Committee discussed how a club becomes recognizable by the school. A discussion was held on Odyssey of the Mind (a stand-alone organization) and how it is funded. The Committee will review policy and advise at the next meeting.
3281.1	Business/Industry/Corporate Involvement in Education	The Committee received a copy of the policy from CAFE. <i>Will be addressed in the next Policy Committee Meeting.</i>

- **NEW BUSINESS**

- A motion was made by Ms. Hamilton and second by Mr. Freedman to forward the first draft of Series 2000 (Administration) to CAFE. All in Favor
- FUTURE MEETING DATES
 - April 30, 2015 - Shared Meeting Room 1
 - May 14, 2015 – Shared Meeting Room 3
 - May 27, 2015 – Shared Meeting Room 1
 - June 10, 2015 – Shared Meeting Room 1
 - June 24, 2015 – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Mr. Bienkowski	Policy 3231 -Medical Reimbursement for Special Education Students – Mr. Bienkowski will consult with Julie Haggard and will review and advise Committee at next meeting.		04/30/2015

Ms. Hamilton	Policy 3240 – Tuition Fees - Finalize the policy at next meeting.		04/30/2015
Dr. Erardi	Policy 3250 – Materials/Service Fees, Fines, Charges - Dr. Erardi will look into current practice at the schools and advise Committee of recommendation at next meeting.		04/30/2015
Mr. Bienkowski	Policy 3260 - Sales & Disposal of Books, Equipment & Supplies - Mr. Bienkowski will review Committee recommendations and advise at next meeting.		04/30/2015
Ms. Hamilton	Policy 3280 - Gifts, Grants and Bequests - Ms. Hamilton will look at combining our current policy with another version of the policy from CAFE. She will include information in the policy on an annual report back to the Board of Education.		04/30/2015
Committee	Policy 3281 - School Fund Raisers - The Committee will review policy and come back to the next meeting with their recommendations.		04/30/2015
Committee	Policy 5114 - Suspension and Expulsion/Due Process - The Committee will review policy and advise of their recommendations at the next meeting.		04/30/2015
Committee	Policy 5141.29 - School Based Health Clinic. The Committee will review policy and make recommendations at next meeting.		04/30/2015

- **NEXT SET OF POLICIES TO REVIEW AND REVISE**

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
3281.1	Business/Industry/Corporate Involvement in Education	Ms. Hamilton
3290	Funds Management	Dr. Erardi
3291	Borrowing	Dr. Erardi
3291.1	Short-Term Loans	Dr. Erardi

3291.2	Debt Limitation	Dr. Erardi
3292	Investing	Dr. Erardi
3293	Depository	Dr. Erardi
3293.1	Signatures/Facsimiles	Dr. Erardi
3294	Incurring Liabilities	Dr. Erardi
3300	Expenditures/Expending Authority	Dr. Erardi
3310	Purchasing Guides	Dr. Erardi
3311	Quality of Goods and Services	Dr. Erardi
3312	Quantity Purchasing	Dr. Erardi
3312.1	Standardization of Supplies and Equipment	Dr. Erardi
3312.2	State Contract/Cooperative Purchasing	Dr. Erardi
3313	Relations with Vendors	Dr. Erardi
3313.1	Local Purchasing	Dr. Erardi
3313.2	Vendor Representatives	Dr. Erardi
3313.3	Performance Guarantees	Dr. Erardi
3313.4	Access of Vendors to Teachers	Dr. Erardi
3313.5	Affirmative Action for Vendors	Dr. Erardi
3320	Purchasing Procedures	Ms. Roche
3320.1	Procedures for Entering into a Lease Purchase/Agreement	Ms. Roche
3321	Requesting Goods and Services (Requisitions)	Ms. Roche
3322	Describing Goods and Services (Specifications)	Ms. Roche
3323	Soliciting Prices (Bids & Quotations)	Ms. Roche
3324	Ordering Goods & Services (Purchase Orders)	Ms. Roche
3324.1	Contracts	Ms. Roche
3325	Receiving Goods/Warehousing	Ms. Roche
3325.1	Maintenance and Control of Instructional Materials	Ms. Roche
3326	Paying for Goods & Services	Ms. Roche
3326.1	Payroll Procedures and Authorized Signatures	Ms. Roche
3326.2	Emergency Expenditures	Ms. Roche
3326.3	Board of Education Credit Card	Ms. Roche
3330	Settlement of Claims	Ms. Roche
3340	Funding of Special Programs	Ms. Roche

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Mr. Freedman was made to adjourn the meeting at 9:07 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair