

ATTENDANCE:

Ms. Laura Roche, Board of Education
(arrived at 8:30 a.m.)

Ms. Kathy Hamilton, Board of Education
Mr. David Freedman, Board of Education
(left at 9:00 a.m.)

Dr. Joseph Erardi, NPS Superintendent
Mr. Ron Bienkowski, NPS Director of Business
Mr. Gino Faiella, NPS Director of Operations
Mr. Mark Pompano, NPS Director of Security
Ms. Judy Blanchard, NPS Recovery Project Director

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 8:13 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Minutes from May 27, 2015, were tabled.

- **COMMUNICATIONS/ANNOUNCEMENTS**

Raised Bill No. 7017 – Student Data Privacy – Ms. Roche had asked that this bill be put on the agenda for discussion. Since the bill was not taken up by the state legislation, this discussion was tabled until such time that the bill becomes endorsed legislation.

Ms. Hamilton communicated that the Policy Committee will have no meetings in July and August. She will contact members in August to set up a schedule starting in September.

Mr. Freedman sent his group of policies to the committee members for the upcoming discuss on his policies 3400-3455.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3310	Expenditures/Expending Authority	Use optional policy to consider provided by CABE. When agreed upon the committee will add the dollar amount to the exception to purchasing guidelines. Mr. Bienkowski will meet with Mr. Bob Tait to review the policy again. Meg will send out a clean copy of Policy 3310 to the committee.

3323	Soliciting Prices	The committee reviewed and discussed Mr. Bienkowski revisions to the policy. Mr. Bienkowski told the committee that we presently do not have any reoccurring contracts that do not go out for bid. The committee clarified the wording under exempt from bidding to reflect emergency professional services. Mr. Bienkowski will meet with Mr. Bob Tait to review the policy again. Meg will send out a clean copy of Policy 3323 to the committee.
3326.3	Board of Education Credit Card	Use optional policy from CABE. Updated to reflect our current practice.
3340	Funding of Special Programs	Dr. Erardi and Mr. Bienkowski met with Ms. Haggard to discuss the policy and get her input. Mr. Bienkowski presented the committee the changes that Ms. Haggard recommended. Meg will send out a copy of the suggested revisions to the committee. The committee will address at their next meeting.
3510	Operation and Maintenance of Plant/Grounds	Use optional policy from CABE. Change wording to reflect the job title for our district.
3511	Compliance with 504 Regulation	Meg spoke to Ms. Haggard about this policy. After researching and reviewing our current policy, Ms. Haggard recommends that we use the current policy she found from Darien with our forms. Meg distributed a copy of Darien's policy to the committee. The committee will review and advise at their next meeting.
3513.1	Energy Conservation	Use sample policy provided by CABE using the paragraphs labeled version one and version two with a few revisions to the wording. Mr. Faiella will review the regulation and get back to the committee with his recommendations.
3513.2	Recycling Program	The committee discussed the policy and Mr. Faiella explained the current recycling process. Mr. Faiella will survey the building principals to see if a letter is sent home at the beginning of school regarding recycling. At the next committee meeting Mr. Faiella will review the policy and make recommendations.

3515	Facility Use	A discussion took place on rental fees for our facilities. Mr. Faiella will compare our fees with other school districts and report back. Meg will forward a copy of the Southington rental fees to the committee. Mr. Bienkowski is going research the dollar amount we require for proof of insurance for organizations renting our facilities. For safety reasons a decision was made to change the wording back to a “custodian must be present when the school building is being used”.
3515.1	Community Use of School Facilities – Swimming Pool	Meg will ask Matt Childs, Gregg Simon and Lorrie Rodrigue to review policy and advise. <i>Will be addressed at the next committee meeting.</i>
3516	Safe and Secure School Facilities, Equipment & Grounds	Mr. Pompano said the policy looked good. He is going to check the state statute on conducting a security and vulnerability assessment every two years. A discussion took place on inspecting the grounds and facilities. Mr. Faiella will develop a safety/hazard assessment inspection form. A decision was made to keep reports on file for seven years. The committee changed the wording to reflect our current practice with regards to Supervision of Students and Policy Evaluation.
3516.4	Sex Offender Notification	Mr. Pompano said he conferred with Chief Kehoe and they both liked the policy. The committee removed two of the optional paragraphs because the information was covered in other policies. Ms. Judy Blanchard was invited into the meeting to discuss our current practice on when we provide safety information to students on how to protect themselves from abuse, abduction or exploitation. Ms. Blanchard will forward this information to the committee for their review. Dr. Erardi and Mr. Pompano will review the regulation and make recommendations at the next Policy Committee Meeting.

3516.5	Sex Offender on School Property	Use optional policy provided by CABE. Mr. Pompano said he conferred with Chief Kehoe and they both liked the policy. A change was made to the wording of the policy to say “law enforcement will be notified” if a non-parent sex offender attempts to communicate electronically with a student while on school property. The paragraph about parent/guardian sex offenders was amended to include “in consult with legal counsel”.
3516.11	Hazardous Materials Communication	Mr. Faiella will review policy and make recommendations at the next committee meeting.
3516.12	Asbestos Control	Use optional policy provided by CABE. Mr. Faiella said this policy represents our current practice.
3516.33	Do Not Resuscitate Order	Meg will contact our medical advisor, Dr. Machado, to review policy and advise. <i>Will be addressed at the next committee meeting.</i>
5132	Students Dress and Grooming (Current Student Dress Code Policy 7-500)	The student dress code policy was brought to discussion early and out of order because of feedback heard from several parents and students. A copy of the CABE suggested policy was distributed along with the current Newtown policy. The consensus of the Committee was there needs to be consistency amongst the schools with enforcing the policy and the wording of the policy needs to be updated. Dr. Erardi will survey the principals and students and get back to the Committee with a recommendation. <i>Will be addressed at the next committee meeting.</i>

- **NEW BUSINESS**

- FUTURE MEETING DATES

- June 24, 2015 – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Mr. Bienkowski Meg	Policy 3310 – Purchasing Guidelines - When agreed upon the Committee will add the dollar amount to the exception to purchasing. Mr. Bienkowski will meet with Mr. Bob Tait to review the policy again. Meg will send out a clean copy of the policy to the committee.		06/24/2015
Mr. Bienkowski Meg	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski will meet with Mr. Bob Tait to review the policy again. Meg will send out a clean copy of the policy to the committee.		06/24/2015
Committee Meg	Policy 3340 - Funding of Special Programs – Meg will send out a copy of the suggested revisions to the committee. The committee will review revisions and address at their next meeting.		06/24/2015
Committee	Policy 3511 – Compliance with 504 Regulation – The committee will review the policy from Darien provided by Ms. Haggard and address at their next meeting.		06/24/2015
Mr. Faiella	Policy 3513.1 – Energy Conservation - Mr. Faiella will review the regulation and advise at the next committee meeting.		06/24/2015
Mr. Faiella	Policy 3513.2 – Recycling Program – Mr. Faiella will survey the building principals to see if a letter is sent home on recycling at the beginning of the school year. Mr. Faiella will update the committee and make recommendations at the next committee meeting.		06/24/2015

Mr. Faiella Mr. Bienkowski Meg	Policy 3515 – Facility Use – Mr. Faiella will compare our fees with other school districts. Meg will forward a copy of Southington’s fees to the committee. Mr. Bienkowski will research our proof of insurance requirements and report back to the committee.		06/24/2015
Meg	Policy 3515.1 – Community Use of School Facilities – Swimming Pool – Meg will ask Dr. Rodrigue, Mr. Simon and Mr. Childs to review policy and advise at next meeting.		06/24/2015
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano is going to check the state statute on conducting a security and vulnerability assessment every two years. Mr. Faiella will develop a safety/hazard assessment inspection form.		06/24/2015
Ms. Blanchard Dr. Erardi Mr. Pompano	Policy 3516.4 – Sex Offender Notification – Ms. Blanchard will forward information on when we provide safety information to students on how to protect themselves from abuse, abduction or exploitation. Dr. Erardi and Mr. Pompano will review the regulation and make recommendations.		06/24/2015
Mr. Faiella	Policy 3516.11 – Hazardous Materials Communication – Mr. Faiella will review policy and make recommendations at the next policy meeting		06/24/2015
Meg	Policy 3516.33 – Do Not Resuscitate Order – Meg will ask Dr. Machado to review policy and advise.		06/24/2015
Dr. Erardi	Policy 5132 - Student Dress and Grooming – Dr. Erardi will survey the principals and students and get back to the committee with a recommendation.		06/24/2015

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

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
3400	Accounts	Mr. Freedman
3410	System of Accounts	Mr. Freedman
3420	Classification of Expenditures	Mr. Freedman
3430	Periodic Financial Reports	Mr. Freedman
3431	Treasurer's Report	Mr. Freedman
3432	Budget and Expense Reports	Mr. Freedman
3433	Annual Financial Reports	Mr. Freedman
3434	Periodic Audit	Mr. Freedman
3435	Fraud Prevention and Investigation	Mr. Freedman
3440	Inventories	Mr. Freedman
3450	Monies in School Buildings	Mr. Freedman
3451	Petty Cash Fund	Mr. Freedman
3452	Revolving Funds	Mr. Freedman
3453	School Activity Funds	Mr. Freedman
3453.1	Unexpended Class Fund	Mr. Freedman
3454	Gate Receipts and Admission	Mr. Freedman
3455	High School Concession Stand	Mr. Freedman
3517	Security of Building and Grounds	Dr. Erardi
3517.1	Site & Building Access	Dr. Erardi
3517.2	Vandalism	Dr. Erardi
3518	Records and Reports	Dr. Erardi
3520	Data Processing Services	Dr. Erardi
3520.1	Information Security Breach and Notification	Dr. Erardi
3520.11	Electronic Information Security	Dr. Erardi
3520.12	Data-Based Information Management Systems	Dr. Erardi
3520.13	Student Data Protection & Privacy/Cloud-Based Services	Dr. Erardi
3521	Responsibilities and Scope	Dr. Erardi
3522	Service Available	Dr. Erardi
3523	Facilities	Dr. Erardi
3523.1	Acquisition and Updating of Technology	Dr. Erardi
3523.2	Operation and Maintenance	Dr. Erardi
3523.3	School Facilities – Playground Equipment	Dr. Erardi

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Ms. Roche was made to adjourn the meeting at 10:12 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair