

ATTENDANCE:

Kathy Hamilton, Board of Education
David Freedman, Board of Education

Dr. Joseph Erardi, NPS Superintendent
Mr. Ronald Bienkowski, NPS Business Director

- **CALL TO ORDER**

The Board of Education Policy Sub-Committee Meeting was called to order at 8:05 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Mr. Freedman to approve the Minutes of January 14, 2015, and table the Minutes of November 17, 2014.

- **COMMUNICATIONS/ANNOUNCEMENTS**

None

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
1212	School Volunteers	Use CABA's recent version to consider with revised language about fingerprinting volunteers.
1330	Use of School Facilities	Ms. Hamilton sent committee fee schedule and existing Newtown Policy. Ms. Roche will review at next policy meeting with a fee schedule.
1331	Smoke Free Environment	Ms. Roche will review at next policy meeting.
1411	Law Enforcement Agencies	Use updated sample policy from CABA. Update regulations with Safety Committee recommendations on school surveillance cameras, bomb threats, suspicious devices or packages and fingerprinting.

- Ms. Hamilton updated the Newtown Public Schools website coordinator about uploading new policies to the Newtown Public Schools website.

- **NEW BUSINESS**

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Status
3000	Concept and Roles in Business & Non Instructional Operations	Use CABE introductory policy statement. Add paragraph about budget planning from Policy 3010.
3010	Goals and Objectives	Do not include. Use paragraph about budget planning in Policy 3000.
3100	Budget/Budgeting System	Use sample policy from CABE with a few revisions to the wording.
3110	Budget Planning	Use optional policy from CABE.
3111	Fiscal Year	CABE did not include in packet – do not include.
3112	Budget Calendar	Request more information from CABE.
3113	Setting Budget Priorities	Request more information from CABE.
3120	Preparation of Budget Documents	CABE did not include in packet – do not include.
3121	Approval of Budget/Delivery to Fiscal Authority	Use existing policy with added language taken from optional policy.
3130	Publication	CABE did not include in packet – do not include.
3140	Public Review of Budget	CABE did not include in packet – do not include.
3150	Adoption	CABE did not include in packet – do not include.
3151	Appeals	CABE did not include in packet – do not include.
3152	Spending Public Funds For Advocacy	Use new policy from CABE. Remove alternative language for a regional school district. Request information from Board Attorney.
3160	Transfer of Funds between Categories; Amendments	Dr. Erardi will review policy and report back to committee on recommendations.

- FUTURE MEETING DATES
 - February 12, 2015

- ACTION ITEMS FOR NEXT MEETING**

Responsible Party	Action	Comments	Due Date
Ms. Roche	Review Policy 1330 – Use of School Facilities at next meeting		02/12/2015
Ms. Roche	Review policy 1331 – Smoke Free Environment at next meeting.		02/12/2015
Meg	Request more information from CABE on Policy 3112 – Budget Calendar		02/12/2015
Meg	Request more information from CABE on Policy 3113 - Setting Budget Priorities		02/12/2015
Meg	Request information from Board Attorney on Policy 3152 - Spending Public Funds For Advocacy		02/12/2015
Dr. Erardi	Rework Policy 3160 - Transfer of Funds between Categories; Amendments		02/12/2015
Ms. Hamilton	Review with Ms. Roche policy assignment list.		02/12/2015

- NEXT SET OF POLICIES TO REVIEW AND REVISE**

Series 2000 (Administration):

Policy #	Policy Title	Point Person
2131.1	Appointment of Designee for Superintendent	Ms. Roche
2132	Assistant Superintendent	Ms. Roche
2133	Principals	Ms. Roche
2133.1	Qualification and Duties	Ms. Roche
2133.11	Assistant Principals	Ms. Roche
2134	Business Managers	Ms. Roche
2135	Director of Pupil-Personnel Services	Ms. Roche
2140	Superintendent	Ms. Roche
2141	Recruitment of Superintendent	Ms. Roche
2150	Administrative Staff	Ms. Roche
2151	Recruitment of Administrative Staff	Ms. Roche
2152	Assignment of Administrative Personnel	Ms. Roche
2153	Orientation of Administrative Personnel	Ms. Roche
2154	Supervision of Administrative Personnel	Ms. Roche
2200	Administrative Operations	Ms. Roche

2210	Administrative Leeway in Absence of Board Policy	Ms. Roche
2220	Representative and Deliberative Groups	Ms. Roche
2221	Superintendent's Cabinet	Ms. Roche
2222	District Advisory Councils (district Personnel)	Ms. Roche
2223	School Administrator – Teacher Liaison Committee	Ms. Roche
2224	Outside Consultants	Ms. Roche
2230	Shared Services	Ms. Roche
2230.1	Operations – Virus Protection	Ms. Roche
2231	Policy and Regulation Systems	Ms. Roche
2232	House Organs, Manuals, Directives, Bulletins, Announcements	Ms. Roche
2232.1	Administrative Reports/Annual Report	Ms. Roche
2233	Printing and Distribution of Agreements, Documents	Ms. Roche
2234	Treatment of Outside Reports	Ms. Roche
2240	Research, Evaluation and Planning	Ms. Roche
2241	Grant Processing	Ms. Roche
2250	Monitoring of Product and Process Goals	Ms. Roche
2300	Code of Ethics	Ms. Roche
2300.1	Statement of Standards for School Leaders	Ms. Roche
2300.2	Code of Professional Responsibility	Ms. Roche
2400	Evaluation of Administrators and Administration	Ms. Roche
2500	Administrative Reports	Ms. Roche

Series 3000 (Business/Non-Instructional Operations):

3170	Budget Administration	Mr. Freedman
3171	Supplemental Appropriations	Mr. Freedman
3200	Income	Ms. Hamilton
3210	Local Funds	Ms. Hamilton
3211	Taxes/Limitations	Ms. Hamilton
3212	Deficit in Town Payment	Ms. Hamilton
3220	State Funds	Ms. Hamilton
3230	Federal Funds	Ms. Hamilton
3231	Medical Reimbursement for Special Education Students	Ms. Hamilton
3240	Tuition Fees	Ms. Hamilton
3250	Materials/Services; Fees, Fines, Charges	Ms. Hamilton
3260	Sales & Disposal of Books, Equipment & Supplies	Ms. Hamilton
3270	Sale and Rental of Real Property	Ms. Hamilton
3271	Royalties	Ms. Hamilton
3280	Gifts, Grants and Bequests	Ms. Hamilton
3280.1	Grants	Ms. Hamilton
3281	School Fund Raisers	Ms. Hamilton
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 9:08 a.m. All in favor

Submitted: Kathy Hamilton, Policy Committee Chair