

BOE Policy Committee Agenda
 June 10, 2015, 8am – 10am
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF May 27, 2015

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- *Review and Update Status of Open Action Items*

Responsible Party	Action	Due Date
Committee	Policy 3310 – Purchasing Guidelines - When agreed upon the Committee will add the dollar amount to the exception to purchasing.	06/10/2015
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - The Committee would like to discuss the regulation section at their next meeting. They would like to see a list of reoccurring contracts that presently do not go out to bid. The Committee would also like to have something written into the regulation to discuss all contracts not going out to bid on yearly basis with the Board.	06/10/2015
Mr. Bienkowski	Policy 3326.3 - Board of Education Credit Card - Mr. Bienkowski will rewrite policy with our current practice.	06/10/2015
Dr. Erardi/ Mr. Bienkowski	Policy 3340 - Funding of Special Programs - Dr. Erardi and Mr. Bienkowski will present revisions at the next meeting.	06/10/2015
Mr. Faiella	Policy 3510 – Operation and Maintenance of Plant/Grounds – Mr. Faiella will review policy and advise at next meeting.	06/10/2015
Ms. Haggard	Policy 3511 – Compliance with 504 Regulation – Ms. Haggard will review policy and advise at next meeting.	06/10/2015
Mr. Faiella	Policy 3513.1 – Energy Conservation - Mr. Faiella will review policy and advise at next meeting.	06/10/2015
Meg/ Mr. Faiella	Policy 3513-2 – Recycling Program – Meg will get updated list of items that are part of the Mandatory Recycling Act. Mr. Faiella will review policy and advise at next meeting.	06/10/2015
Dr. Erardi Mr. Faiella	Policy 3515 – Facility Use – Dr. Erardi will review regulation. Mr. Faiella will review fees for facility rental.	06/10/2015
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.	06/10/2015
Mr. Pompano	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano will review policy and advise at next meeting	06/10/2015
Mr. Faiella	Policy 3516.11 – Hazardous Materials Communication – Mr. Faiella will review policy and advise at next meeting	06/10/2015
Mr. Faiella	Policy 3516.12 – Asbestos Control – Mr. Faiella will review policy and advise at next meeting.	06/10/2015
Meg	Policy 3516.33 – Do Not Resuscitate Order – Meg will ask Dr. Machado to review policy and advise.	06/10/2015

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Meg	Policy 3516.4 – Sex Offender Notification - Meg will contact CABA Legal to see if policy should be included. If CABA Legal determines policy should be included, Meg will forward policy to Mr. Pompano and Chief Kehoe to review and advise.	06/10/2015
Meg	Policy 3516.5 – Sex Offender on School Property – Meg will contact CABA Legal to see if policy should be included. If CABA Legal determines policy should be included, Meg will forward policy to Mr. Pompano and Chief Kehoe to review and advise.	06/10/2015
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.	06/10/2015

NEW BUSINESS

Discussion and Possible Action:

- *Future Meeting Schedule*
- *HB 7017 (An Act Concerning Student Data Privacy)*
- *Series 3000 (Business/Non-Instructional Operations):*

Policy #	Policy Title	Responsible Party
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 Funds	Mr. Freedman
3452	Revolving Funds	Mr. Freedman
3453	School Activity Fund	Mr. Freedman
3453.1	Unexpended Class Funds	Mr. Freedman
3454	Gate Receipts and Admission	Mr. Freedman
3455	High School Concession Stand	Mr. Freedman
3500	Non-Instructional Operations	Ms. Hamilton
3510	Operation and Maintenance of Plant/Grounds	Ms. Hamilton
3511	Compliance with 504 Regulations	Ms. Hamilton
3512	Buildings	Ms. Hamilton
3513	Utilities	Ms. Hamilton
3513.1	Energy Conservation	Ms. Hamilton
3513.2	Recycling Program	Ms. Hamilton
3514	Equipment (Home Use of)	Ms. Hamilton

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Policy #	Policy Title	Responsible Party
3515	Facility Use	Ms. Hamilton
3515.1	Community Use of School Facilities – Swimming Pool	Ms. Hamilton
3515.2	Parking	Ms. Hamilton
3516	Safe and Secure School Facilities, Equipment & Grounds	Ms. Hamilton
3516.1	Building Inspection	Ms. Hamilton
3516.11	Hazardous Materials Communication	Ms. Hamilton
3516.12	Asbestos Control	Ms. Hamilton
3516.3	Accident Prevention and Reporting	Ms. Hamilton
3516.31	First Aid Request	Ms. Hamilton
3516.4	Sex Offender Notification	Ms. Hamilton
3516.5	Sex Offenders on School Property	Ms. Hamilton
3517	Security of Buildings 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	Services 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

ADJOURNMENT

Kathy Hamilton, Chairman