

BOE Policy Committee Agenda
 March 11, 2015
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470
 8am – 9am

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF January 29, 2015 (David & Kathy); February 23, 2015 (Laura & Kathy)

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- *Review and Update Status of Open Action Items*

Responsible Party	Action	Due Date
Dr. Erardi	Review Policy 1330 – Use of School Facilities at next policy meeting. Dr. Erardi will look into current fee schedule and bring back recommendations to next policy meeting. Dr. Erardi will also see if there is a current application for building use.	03/11/2015
Dr. Erardi	Policy 2141- Recruitment of Superintendent - Dr. Erardi will review policy and make recommendations at next meeting.	03/11/2015
Dr. Erardi	Policy 2152 – Assignment of Administrative Personnel – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2153 – Orientation of Administrative Personnel – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2154 – Supervision of Administrative Personnel – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2200 – Administrative Operations – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2210 – Administrative Leeway in Absence of Board Policy – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2220 – Representative and Deliberative Groups – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2221 – Superintendent’s Cabinet – Dr. Erardi will advise if he would like more information from CABA.	03/11/2015

BOE Policy Committee Agenda
 March 11, 2015
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470
 8am – 9am

Dr. Erardi	Policy 2222 – District Advisory Councils (District Personnel) – Dr. Erardi will advise if he would like more information from CABE.	03/11/2015
Dr. Erardi	Policy 2223 – School Administrator – Teacher Liaison Committee – Dr. Erardi will advise if he would like more information from CABE.	03/11/2015
Dr. Erardi	Policy 2224 – Outside Consultants – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2230 – Shared Services – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2230.1 – Operations – Virus Protection – Dr. Erardi will advise if he would like more information from CABE.	03/11/2015
Dr. Erardi	Policy 2231 – Policy and Regulation Systems – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2200 – Administrative Operations – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2210 – Administrative Leeway in Absence of Board Policy – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2220 – Representative and Deliberative Groups – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2232 –Dismissal of Classes/Teachers – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2232.1 – Administrative Reports/Annual Report – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Dr. Erardi	Policy 2233 – Printing and Distribution of Agreements, Documents – Dr. Erardi will advise if he would like more information from CABE.	03/11/2015
Dr. Erardi	Policy 2234 – Treatment of Outside Reports – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.	03/11/2015
Ms. Roche	Policy 2133.11 – Assistant Principals – Get policy sample from CABE and make recommendations to committee.	03/11/2015
Mr. Freedman	Policy 3121 in place of 3112 – Budget Calendar - review policy at next policy meeting.	03/11/2015

BOE Policy Committee Agenda
 March 11, 2015
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470
 8am – 9am

Mr. Freedman	Policy 3113 - Setting Budget Priorities – review policy at next policy meeting	03/11/2015
--------------	--	------------

NEW BUSINESS

Series 2000 (Administration):

Policy #	Policy Title	Point Person
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
2500	Administrative Reports	Ms. Roche

Kindergarten Enrollment Age Requirement:

Policy #	Policy Title	Point Person
5111	Admission	Ms. Hamilton
5112	Ages of Attendance	Ms. Hamilton

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

BOE Policy Committee Agenda
 March 11, 2015
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470
 8am – 9am

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

ADJOURNMENT

BOE Policy Committee Agenda
March 11, 2015
Municipal Building, Conference Room 1
3 Primrose Street
Newtown, CT 06470
8am – 9am

Kathy Hamilton, Chairman