

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**September 14, 2016**

Meeting was called to order at 8:04 a.m.

**IN ATTENDANCE:** Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Ron Bienkowski, Jean Evans Davila (9:30 a.m. - 10:04 a.m.), Mark Gerace (9:30 a.m. – 10:04 a.m.)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** M. Ku made a motion to approve the minutes of August 26, 2016, R. Harriman-Stites seconded. Minutes were unanimously approved.

**UNFINISHED BUSINESS:**

<b>Action</b>	<b>Follow-up</b>
Policy 3541 – Transportation – After All-Star’s supportive review the committee agreed to recommend existing policy presently number 3-700 with the additional legal references provided by CABE and previously agreed upon edits and existing regulation currently numbered 3-701 with previously agreed upon edits to the Board of Education for approval.	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education</li> </ul>
Policy 3541.21 – Responsibilities and Duties of Board of Education – After All-Star’s supportive review, the committee agreed to recommend the “optional policy to consider” provided by CABE with previously agreed upon edits to the Board of Education for approval.	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education</li> </ul>
Policy 3541.22 – Drivers - The committee clarified the wording in regards to driver physical examination. After All-Star’s supportive review and already agreed upon edits, the committee agreed to recommend the “optional policy to consider” provided by CABE, with all the noted revisions to the Board of Education for approval.	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education</li> </ul>

<p>Policy 3541.23 – Bus Contractor – The committee changed the wording to “twice monthly” checks pertaining to information provided by the DMV. After All-Star’s supportive review and already agreed upon edits, the committee agreed to recommend replacing our existing policy presently number 3-701 with “another version” of the policy provided by CAFE with previously agreed upon changes to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
<p>Policy 3541.4 – Transportation Equipment - After All-Star’s review and the committee’s review of the policy a second time. The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3541.44 – Privately Owned Vehicles –The policy needs input from L. Rodrigue. Will be moved to next month’s agenda. M. Reilly will follow up with L. Rodrigue for her input on this policy.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will follow up with L. Rodrigue for her input on this policy.</li> </ul>
<p>Policy 3541.5 – Transportation Safety Complaints – The committee agreed not to use the sample regulation and to change the wording in the policy to transportation contractor instead of transportation coordinator. After All-Star’s supportive review and already agreed upon edits, the committee agreed to recommend the revised “sample policy to consider” provided by CAFE to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
<p>Policy 3455 – High School Concession Stand – B. Neumeyer is not available to continue to help with this policy. Lori Hoagland, a culinary teacher at NHS, will write the regulation since she knows the current practice. M. Reilly will invite L. Hoagland to the next policy committee meeting.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will invite L. Hoagland to the next policy committee meeting.</li> </ul>
<p>Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues – The committee agreed to continue review at a future meeting in October.</p>	<ul style="list-style-type: none"> <li>• Review at a meeting in October.</li> </ul>
<p>Policy 3542 – Food Service – The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.1 – Purpose and Facilities – The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.2 – Responsibilities and Duties – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</p>	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>

<p>Policy 3542.21 – Board of Education – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</p>	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
<p>Policy 3542.22 – Employees – The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.3 – Menus and Services – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</p>	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
<p>Policy 5125 – Student Records: Confidentiality (FERPA) – The committee reviewed the draft policy written by Shipman and Goodwin. J. Erardi will review policy one more time to see if there are any legal questions that require an answer from CABE. M. Reilly will forward those questions on to CABE.</p>	<ul style="list-style-type: none"> <li>• J. Erardi will review policy one more time to see if there are any legal questions that require an answer from CABE.</li> <li>• M. Reilly will forward questions to CABE.</li> </ul>
<p>Policy 5145.511 – Sexual Abuse Prevention and Education Program – J. Evans Davila checked in with the State and there will be no deviation from the October 1, 2016, mandate date. M. Gerace reported that he has a committee working on the curriculum piece of the policy and they are making good progress. He said he will continue to work with the committee to get curricular elements into the regulation. M. Evans Davila and M. Gerace will come back to the committee in October with a regulation for the policy. The committee agreed to use policy, “P.A. 14-196 mandates a policy pertaining to this topic by October 1, 2016”, provided by CABE with the previously agreed upon edits along with removing the policies that are cross-referenced within the policy. These cross-referenced policies will be added back into the policy once the committee has time to review the policies. M. Reilly will keep track of the cross-referenced policies so the committee can add those cross-references back into the policy once the policies are reviewed by the committee.</p>	<ul style="list-style-type: none"> <li>• M. Reilly will forward a copy of Policy 5131.6 with recommended changes to the Board of Education for review.</li> <li>• J. Evans Davila and M. Gerace will come back to the committee in October with a regulation for the policy.</li> </ul>

A motion was made by M. Ku to forward Policy 5145.511 with recommended changes to the Board of Education for review. R. Harriman-Stites seconded. Motion was approved.

A motion was made by M. Ku to forward Policies 3541, 3541.21, 3541.22, 3541.23, 3541.5 with recommended changes when the 3000 series group of policies is moved to the Board of Education for review. R. Harriman-Stites seconded. Motion was approved.

**NEW BUSINESS:**

<b>Action</b>	<b>Follow-up</b>
Policy 3542.31 – Free or Reduced Lunch Prices – The committee agreed to replace our current policy presently number 7-103 with “a recommend policy to consider” provided by CAFE. R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review the regulation.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review the regulation.</li> </ul>
Policy 3542.32 – Cafeterias – CAFE did not include a policy. The committee agreed not to recommend a policy.	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
Policy 3542.33 – Food Sales Other Than National School Lunch Program – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.34 – Nutrition Program – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.4 – Operation – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.41 – Personnel – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.42 – Finance – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.43 – Charging Policy – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.44 – Community Use of Purchasing – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.441 – Surplus Commodities – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>

Policy 3542.45 – Vending Machines – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.46 – Sanitary Conditions – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>
Policy 3542.47 – Records and Reports – R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.	<ul style="list-style-type: none"> <li>• R. Bienkowski will invite Whitsons, our food service vendor, to the next committee meeting to review policy.</li> </ul>

A motion was made by M. Ku to postpone discussion/action on the following policies to a future meeting. R. Harriman-Stites seconded. Motion was approved.

<b>Item</b>	<b>Responsibility</b>
Policy 3543 – Other Services	M. Ku
Policy 3543.11 – Printing and Duplicating: Copyrighted Materials	M. Ku
Policy 3543.12 – Wire Service	M. Ku
Policy 3543.13 – Mail and Delivery	J. Erardi
Policy 3543.2 – Stenographic and Clerical	J. Erardi
Policy 3543.3 – Records and Reports	J. Erardi
Policy 3543.31 – Electronic Communications Use and Retention	J. Erardi
Policy 3543.311 – Holds on the Destruction of Electronic Paper Recycle	J. Erardi
Policy 3550 – Debt Service	J. Erardi
Policy 3551 – Direct Payment on Bonds	J. Erardi
Policy 3552 – Interest on Bonds	J. Erardi
Policy 3553 – Interest on Short-Term Notes	J. Erardi
Policy 3560 – Capital Outlay	J. Erardi
Policy 3561 – Grounds	J. Erardi
Policy 3562 – Buildings	J. Erardi
Policy 3563 – Heat, Light and Plumbing	J. Erardi
Policy 3570 – Care of School System Records	J. Erardi
Policy 3571 – Maintenance Program	J. Erardi
Policy 3572 – Destruction	J. Erardi
Policy 3580 – Budget Saving Activity	J. Erardi

**PUBLIC PARTICIPATION:**

None

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by M. Ku. All were in favor. Meeting was adjourned at 10:04 a.m.

Submitted: Michelle Ku, Policy Committee Chair