

**ATTENDANCE:**

Laura Roche, Board of Education

Dr. Joseph Erardi, NPS Superintendent

Kathy Hamilton, Board of Education

- **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 Ms. Roche to approve the Minutes of November 17, 2014, and table the Minutes of January 29, 2015.

- **COMMUNICATIONS/ANNOUNCEMENTS**

- Ms. Hamilton gave Ms. Roche the most recent updates from CABE on Policy 3323.
- The first read of Policy 2400 will be at the next Board of Education Meeting.

- **UNFINISHED BUSINESS**

<b>Policy #</b>	<b>Policy Title</b>	<b>Status</b>
1330	Use of School Facilities	Ms. Roche discussed determining an appropriate fee schedule and an application for building use. 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.
1331	Smoke Free Environment	Use existing policy
3112	Budget Calendar	CABE does not have a policy for 3112. They said we could use Policy 3121. Policy 3121 distributed to committee and a copy was sent to Mr. Freedman. Mr. Freedman will review at next policy meeting.
3113	Setting Budget Priorities	Policy sent by CABE was distributed to committee and a copy was sent to Mr. Freedman. Mr. Freedman will review at next policy meeting.

3152	Spending Public Funds for Advocacy	Use new policy from CABE. Remove alternative language for a regional school district. Per Board Attorney the "Note" about a Town Meeting can be removed.
3160	Transfer of Funds between Categories; Amendments	Use existing policy with changes: Board shall approve all transfers. Added language on supplemental funds recognized by the Board, emergency transfers of \$50,000 or less and transfers within an object summary category under \$10,000. Added language recommended by CIP/Facility/Finance Committee on adding and removing funds from non-lapsing educational account.
	Review policy assignment list with Ms. Roche	Ms. Hamilton reviewed policy assignment list with Ms. Roche.

- **NEW BUSINESS**

Series 2000 (Administration):

<b>Policy #</b>	<b>Policy Title</b>	<b>Status</b>
2131.1	Appointment of Designee for Superintendent	Use optional policy from CABE with additional clarifying language.
2132	Assistant Superintendent	Use sample policy from CABE. Do not include regulation.
2133	Principals	Use existing policy with sample regulation from CABE with responsibility to participate in the development of the District Strategic Plan.
2133.1	Qualification and Duties	CABE did not include in packet – do not include.
2133.11	Assistant Principals	Requesting information from CABE.
2134	Business Managers	Use CABE policy with a few revisions to the wording.
2135	Director of Pupil-Personnel Services	Use CABE optional policy with a few revisions to the wording.
2137	Athletic Director	Use sample policy from CABE with a few revisions to the wording.
2140	Superintendent	Do not include.
2141	Recruitment of Superintendent	Dr. Erardi will review policy and make recommendations at next meeting.
2150	Administrative Staff	CABE did not include in packet – do not include.
2151	Recruitment of Administrative Staff	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.

2152	Assignment of Administrative Personnel	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2153	Orientation of Administrative Personnel	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2154	Supervision of Administrative Personnel	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2200	Administrative Operations	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2210	Administrative Leeway in Absence of Board Policy	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2220	Representative and Deliberative Groups	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2221	Superintendent's Cabinet	CABE did not include in packet. Dr. Erardi will review and advise if he would like a sample policy.
2222	District Advisory Councils (District Personnel)	CABE did not include in packet. Dr. Erardi will review and advise if he would like a sample policy.
2223	School Administrator – Teacher Liaison Committee	CABE did not include in packet. Dr. Erardi will review and advise if he would like a sample policy.
2224	Outside Consultants	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2230	Shared Services	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2230.1	Operations – Virus Protection	CABE did not include in packet. Dr. Erardi will review and advise is he would like a sample policy.
2231	Policy and Regulation Systems	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2232	Dismissal of Classes/Teachers	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2232.1	Administrative Reports/Annual Report	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2233	Printing and Distribution of	CABE did not include in packet. Dr.

	Agreements, Documents	Erardi will review and advise is he would like a sample policy.
2234	Treatment of Outside Reports	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.

- FUTURE MEETING DATES
  - March 11, 2015
  - March 25, 2015

### ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	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
Mr. Freedman	Policy 3112 – Budget Calendar - review policy at next policy meeting.	CABE said they do not have a policy. They said we could use Policy 3121.	03/11/2015
Mr. Freedman	Policy 3113 - Setting Budget Priorities – review policy at next policy meeting		03/11/2015
Meg	Policy 2133.11 – Assistant Principals – requesting information from CABE.		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 2151 – Recruitment of Administrative Staff – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.		
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 CABE.		03/11/2015
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 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

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

Series 2000 (Administration):

<b>Policy #</b>	<b>Policy Title</b>	<b>Point Person</b>
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

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 Ms. Roche was made to adjourn the meeting at 10:08 a.m. All in favor

Submitted: Kathy Hamilton, Policy Committee Chair