

ATTENDANCE:

Ms. Laura Roche, Board of Education Dr. Joseph Erardi, NPS Superintendent
 Ms. Kathy Hamilton, Board of Education Mr. Ron Bienkowski, NPS Director of Business
 Mr. David Freedman, Board of Education (until 9:00 a.m.)

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 8:08 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Ms. Roche to approve the Minutes of April 30, 2015. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

Policies 5114 (Suspension/Expulsion), 5141.29 (School Based Health Clinic) and all of the 2000 series will be going to the full Board of Education for a first read at the upcoming Board Meeting.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3171.1	Non-Lapsing Education Fund	Committee received update on the policy from CAFE. They will use the optional policy without the appendix. A few changes were made to the policy to cross reference policy 3160.
3250	Materials/Service Fees, Fines, Charges	Attorney Frank received a copy of the policy. He is going to see if we can define or narrow down the section on Copies of Records defined in the Connecticut Freedom of Information Act. <i>Will be addressed in the next Policy Committee Meeting.</i>

3260	Sales & Disposal of Books, Equipment & Supplies	Mr. Bienkowski informed the Committee that any fees obtained through the sale of books, equipment and supplies are given back to the town. Mr. Bienkowski reworked the policy with another version to consider provided by CABE. The regulation was revised to reflect what is done at Newtown Public Schools.
3281.1	Business/Industry/Corporate Involvement in Education	Use the optional policy to consider provided by CABE. Removing language about a fundraising committee overseeing the partnership.
5114	Suspension and Expulsion/Due Process	Policy modified as reflected in last meeting minutes – Ms. Hamilton to verify before May 19 th Board Meeting.
3310	Expenditures/Expending Authority	Use optional policy to consider provided by CABE. When agreed upon the Committee will add the dollar amount to the exception to purchasing guidelines.
3323	Soliciting Prices	Mr. Bienkowski revised the policy. The Committee will review and discuss at their next meeting.

- **NEW BUSINESS**

Policy #	Policy Title	Status
3324	Ordering Goods & Services (Purchase Orders)	Use optional policy to consider provided by CABE with regulation. A few changes were made to the policy to cross reference policy 3160.
3324.1	Contracts	Use recommended policy provided by CABE. Add multi-year contracts between the district and outside agencies need to be approved by the Board of Education. Remove affirmative action statement.
3325	Receiving Goods/Warehousing	CABE did not include policy. Do not include.
3325.1	Maintenance and Control of Instructional Materials	Use sample policy provided by CABE.
3326	Paying for Goods & Services	Use “good practice” policy provided by CABE. Using the alternate language section with additional conditions about budget limits and purchasing.
3326.1	Payroll Procedures and Authorized Signatures	Do not include.

3326.2	Emergency Expenditures	CABE did not include policy. Do not include. Policy is covered in Transfer Policy, 3160.
3326.3	Board of Education Credit Card	Mr. Bienkowski will rewrite policy with our current practice.
3330	Settlement of Claims	CABE did not include policy. Do not include.
3340	Funding of Special Programs	Dr. Erardi and Mr. Bienkowski will consult with Ms. Haggard and advise at next meeting.

- FUTURE MEETING DATES
 - May 27, 2015 – Shared Meeting Room 1
 - June 10, 2015 – Shared Meeting Room 1
 - June 24, 2015 – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Meg	Policy 3250 – Materials/Service Fees, Fines, Charges - Attorney Frank is going to see if we can define or narrow down the section on Copies of Records defined in the Connecticut Freedom of Information Act.	Attorney Frank received a copy of the policy. Will be addressed in the next Policy Committee Meeting.	05/27/2015
Committee	Policy 3310 – Purchasing Guidelines - When agreed upon the Committee will add the dollar amount to the exception to purchasing.		05/27/2015
Committee	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski revised the policy. The Committee will review and discuss at their next meeting.		05/27/2015
Mr. Bienkowski	3326.3 - Board of Education Credit Card - Mr. Bienkowski will rewrite policy with our current practice.		05/27/2015
Dr. Erardi/ Mr. Bienkowski	3340 - Funding of Special Programs - Dr. Erardi and Mr. Bienkowski will consult with Ms. Haggard and advise at next meeting.		05/27/2015

Ms. Hamilton	5114 - Suspension and Expulsion/Due Process - Policy modified as reflected in last meeting minutes – Ms. Hamilton to verify before May 19 th Board Meeting.		05/19/2015
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- **NEXT SET OF POLICIES TO REVIEW AND REVISE**

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
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 Fund	Mr. Freedman
3452	Revolving Funds	Mr. Freedman
3453	School Activity Funds	Mr. Freedman
3453.1	Unexpended Class Fund	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
3515	Facility Use	Ms. Hamilton
3515.1	Telephone	Ms. Hamilton
3515.2	Parking	Ms. Hamilton
3516	Safety	Ms. Hamilton
3516.1	Building and Grounds Inspection & Reporting	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	Ms. Hamilton
3516.33	Do Not Resuscitate Order	Ms. Hamilton
3516.4	Sex Offender Notification	Ms. Hamilton
3516.5	Sex Offender on School Property	Ms. Hamilton
3517	Security of Building 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	Service 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**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Ms. Roche was made to adjourn the meeting at 9:30 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair