

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. Mark Pompano, NPS Director of Security

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 8:04 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Minutes from May 27, 2015 and June 10, 2015, were tabled.

- **COMMUNICATIONS/ANNOUNCEMENTS**

None

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3310	Expenditures/Expending Authority	Mr. Bienkowski met with Mr. Tait regarding this policy. Mr. Bienkowski will report back to the committee when Mr. Tait finishes reviewing the revised policy.
3323	Soliciting Prices	Mr. Bienkowski met with Mr. Tait regarding this policy. Mr. Bienkowski will report back to the committee when Mr. Tait finishes reviewing the revised policy.
3340	Funding of Special Programs	The committee reviewed Ms. Haggard's recommendations to the policy. The committee asked Meg to ask Ms. Haggard why she wanted to include the Maintenance of Effort statement found in the Suffield Public Schools policy.
3511	Compliance with 504 Regulation	The committee will review Darien's policy which Ms. Haggard recommends we use in our district with our forms.

3513.1	Energy Conservation	Use sample policy provided by CABA using paragraphs labeled version one and version two with a few revisions to the wording. Mr. Faiella will review the regulation and get back to the committee with his recommendations. <i>Will be addressed at the next committee meeting.</i>
3513.2	Recycling Program	The committee discussed the policy and Mr. Faiella explained the current recycling process. Mr. Faiella will survey the building principals to see if a letter is sent home at the beginning of school regarding recycling. At the next committee meeting Mr. Faiella will review the policy and make recommendations. <i>Will be addressed at the next committee meeting.</i>
3515	Facility Use	Mr. Bienkowski placed a call to our insurance consultant and is waiting to hear back from him regarding the specific language. For the next committee meeting, Mr. Bienkowski will compile information on facility fees he found on a website designed for school business managers. Mr. Bienkowski also said it was important to put language into the policy stating that rental fees may be required to be paid in advance. Mr. Faiella will compare our fees with other school districts and report back.
3515.1	Community Use of School Facilities – Swimming Pool	Meg will ask Matt Childs, Gregg Simon and Lorrie Rodrigue to review policy and advise. <i>Will be addressed at the next committee meeting.</i>
3516	Safe and Secure School Facilities, Equipment & Grounds	Mr. Pompano checked the state statute on conducting a security and vulnerability assessment which needs to be done every two years. Mr. Pompano said he would develop a form based on a template he has for the NCFE safe schools checklist. Mr. Faiella will develop a safety/hazard assessment inspection form.

3516.4	Sex Offender Notification	Use sample policy provided by CABE. The committee reviewed the information that Ms. Blanchard provided regarding the current practice on when the schools provide safety information to students on how to protect themselves from abuse, abduction or exploitation. Mr. Pompano reviewed the regulation and added the wording that staff members will immediately contact the building principal and Director of Security if an identified sex offender is seen on or nearby school grounds or around any student.
3516.11	Hazardous Materials Communication	Mr. Faiella will review policy and make recommendations at the next committee meeting. <i>Will be addressed at the next committee meeting.</i>
3516.33	Do Not Resuscitate Order	Use existing policy presently number 7-104A. The committee reviewed emails from Dr. Machado and Ms. Dalton saying they reviewed and approve of the policy.
5132	Students Dress and Grooming (Current Student Dress Code Policy 7-500)	The student dress code policy was brought to discussion early and out of order because of feedback heard from several parents and students. A copy of the CABE suggested policy was distributed along with the current Newtown policy. The consensus of the Committee was there needs to be consistency amongst the schools with enforcing the policy and the wording of the policy needs to be updated. Dr. Erardi will survey the principals and students and get back to the Committee with a recommendation. <i>Will be addressed at the next committee meeting.</i>

- **NEW BUSINESS**

- **FUTURE MEETING DATES**

- The committee will not meet over the summer. A meeting schedule will be announced in September.

Policy #	Policy Title	Status
3515.2	Vehicles Parked on School Property by Students and Employees	A discussion took place regarding parking and student parking fees at the High School. Meg will contact the local school districts and compile a list of their parking fees. Ms. Roche suggested a reduced fee for student parking if the permit is obtained before the start of the school year. This will help alleviate the strain on security at the beginning of the school year. Meg will forward the committee Policy 3515.2.
3517	Security of Building and Grounds	Use sample policy provided by CABE. Mr. Pompano said this was our current practice. Information on drill scheduling was written into the policy. The committee will ask Mr. Faiella for his input on the “Keys” section of the regulation.
3517.1	Site & Building Access	Use optional sample policy provided by CABE with revised fee for lost badge.
3517.2	Vandalism	Use existing policy presently numbered 3-501.
3518	Records and Reports	No CABE policy – Do Not Include.
3520	Data Processing Services	Use the optional policy to consider from CABE but remove the information box on SDE. The committee asked the Director of Technology, Ms. Carmella Amodeo, to join the discussion for this policy. Ms. Amodeo told the committee that teachers only have access to their current students, while guidance counselors and administration have access to the entire school.
3520.1	Information Security Breach and Notification	Use new policy to consider from CABE Version 1, without regulation. Ms. Amodeo discussed the security of our system and how it is monitored.
3520.11	Electronic Information Security	Do not include. Covered in Policy 3520.
3520.12	Data-Based Information Management Systems	Meg will forward this policy to Ms. Amodeo for her input.
3520.13	Student Data Protection & Privacy/Cloud-Based Services	Do not include.
3521	Responsibilities and Scope	No CABE policy – Do Not Include.
3522	Services Available	No CABE policy – Do Not Include.
3523	Facilities	No CABE policy – Do Not Include.

3523.1	Acquisition and Updating of Technology	Use optional policy to consider from CABE with added "1d. When applicable purchases in partnership with the Town should be considered". Discuss lease to buy at next policy committee meeting.
3523.2	Operation and Maintenance	No CABE policy – Do Not Include

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Mr. Bienkowski	Policy 3310 – Purchasing Guidelines - Mr. Bienkowski will report back to the committee with Mr. Tait's recommendations		September
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski will report back to the committee with Mr. Tait's recommendations		September
Meg	Policy 3340 - Funding of Special Programs – Meg will ask Ms. Haggard why she wants to include the Maintenance of Effort statement found in the Suffield Public Schools policy.		September
Dr. Erardi	Policy 3510 – Operation and Maintenance of Plant – Dr. Erardi will speak to Ms. Suzanne D'Eramo about change in title from Director of Facilities to Director of Operations.		September
Committee	Policy 3511 – Compliance with 504 Regulation – The committee will review the policy from Darien provided by Ms. Haggard and address at their next meeting.		September
Mr. Faiella	Policy 3513.1 – Energy Conservation - Mr. Faiella will review the regulation and advise at the next committee meeting.		September

Mr. Faiella	Policy 3513.2 – Recycling Program – Mr. Faiella will survey the building principals to see if a letter is sent home on recycling at the beginning of the school year. Mr. Faiella will update the committee and make recommendations at the next committee meeting.		September
Mr. Faiella Mr. Bienkowski	Policy 3515 – Facility Use – Mr. Faiella will compare our fees with other school districts. Mr. Bienkowski will report back to committee with insurance consultant’s recommendation and compile information on facility fees he found on a website designed for school business managers.		September
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.		September
Meg	Policy 3515.2 – Vehicles Parked on School Property by Students and Employees - Meg will forward a copy of the policy to the committee. She will also contact local school districts and compile a list of their parking fees.		September
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano will develop form based on a template he has for the NCFE safe schools checklist. Mr. Faiella will develop a safety/hazard assessment inspection form.		September
Mr. Faiella	Policy 3516.11 – Hazardous Materials Communication – Mr. Faiella will review policy and make recommendations at the next committee meeting.		September

Mr. Faiella	Policy 3517 - Security of Building and Grounds – Mr. Faiella will make recommendations on the “Keys” section of the regulation.		September
Meg Ms. Amodeo	Policy 3520.12 – Data-Based Information Management Systems – Meg will forward the policy to Ms. Amodeo for her input.		September
Dr. Erardi	Policy 3523.1 – Acquisition and Updating of Technology – The committee will discuss lease to buy at their next committee meeting.		September
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.		September

- **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
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 9:56 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair