

BOE Policy Committee Agenda
 May 14, 2015, 8am – 10am
 Municipal Building, Conference Room 3
 3 Primrose Street
 Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF April 30, 2015

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- *Review and Update Status of Open Action Items*

Responsible Party	Action	Due Date
Ms. Hamilton	Policy 3171.1 – Non-Lapsing Account – Review CABE update and make recommendation if necessary	05/14/2015
Dr. Erardi/Meg	Policy 3250 – Materials/Service Fees, Fines, Charges - Dr. Erardi/Meg will speak to Attorney Frank about language in the policy to see if we can define or narrow down the section on Copies of Records defined in the Connecticut Freedom of Information Act.	05/14/2015
Mr. Bienkowski	Policy 3260 - Sales & Disposal of Books, Equipment & Supplies - Based on 4/30 discussion, Mr. Bienkowski will make recommendation at next policy meeting.	05/14/2015
Committee	Policy 3281.1 – Business/Industry/Corporate Involvement in Education – Review policy for next meeting	05/14/2015
Meg	Policy 5114 - Suspension and Expulsion/Due Process – policy approved with change in section G6 from 15 days to 10 days. Review history of policy.	05/14/2015
Dr. Erardi/Meg/Ms. Hamilton	Policy 3310 – Expenditures/Expending Authority – Review with respect to school staff.	05/14/2015
Mr. Bienkowski	Policy 3323 – Soliciting Prices – Rework policy and regulation based on discussion.	05/14/2015

NEW BUSINESS

Discussion and Possible Action:

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Responsible Party
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	Individuals with Disabilities Act Fiscal Compliance	Ms. Roche
3400	Accounts	Mr. Freedman
3410	System of Accounts	Mr. Freedman

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Policy #	Policy Title	Responsible Party
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 Funds	Mr. Freedman
3452	Revolving Funds	Mr. Freedman
3453	School Activity Fund	Mr. Freedman
3453.1	Unexpended Class Funds	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
3516.3	Accident Prevention and Reporting	Ms. Hamilton
3516.4	Sex Offender Notification	Ms. Hamilton
3516.5	Sex Offenders on School Property	Ms. Hamilton
3517	Security of Buildings 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	Services 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
 ADJOURNMENT

Kathy Hamilton, Chairman