

ATTENDANCE:

Laura Roche, Board of Education
Kathy Hamilton, Board of Education

Dr. Joseph Erardi, NPS Superintendent

- **CALL TO ORDER**

The Board of Education Policy Sub-Committee Meeting was called to order at 9:06 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Roche and second by Ms. Hamilton to approve the minutes of November 3, 2014. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

None

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
2400	Administration – Evaluation of the Superintendent	Current policy 2-103, 2-103.1, 2-103.2 will stay the same with the exception of moving the dates up one month. CABA suggested the policy be numbered 2400 – Administration – Evaluation of the Superintendent. The policy will be submitted “out of order” in order to facilitate board discussion of the Superintendent’s upcoming review.
1180	Memorials for Deceased Students or Staff	Dr. Erardi will review policy and complete at next meeting.
1200	Participation by the Public	Do not include.
1205	Agenda Format/Preparation and Dissemination	Use our current order of business at regular meetings.
1212	School Volunteers	Will review at next policy meeting.
1300	Public Activities Involving Staff, Students or School Facilities	Fee structure for facility use was discussed. Meg will contact another district for more information on their facility fees. Need to look at cost containment for security fees.

- **NEW BUSINESS**

- Policy on student issues (5000 series) should be completed by August for 2014-2015 Student Handbook

1310	Relations between Public and School Personnel	CABE did not include in packet - do not include
1311	Staff Participation in Community Activities	Do not include
1311.1	Political Activities of School Employees	Use CABE policy
1311.2	Political Activities in the Schools/On School Board Property	Use CABE sample regulation.
1312	Public Complaints	Use CABE recommended policy with changes
1312.2	Complaints About Policies	Do not include
1313	Gifts to School Personnel	Use CABE sample policy
1313.1	Parental Involvement in Title I Programs	CABE did not include in packet - do not include
1314	Soliciting Funds from and by Students	Use CABE policy and 1324 policy form with added language about fundraising taking place within the present school year.
1315	Distribution of Materials to School/Personnel	CABE did not include in packet - do not include
1316	Relations Between Public and School Personnel	Do not include
1316.1	Public Conduct at School Activities	Do not include
1320	Relations Between Public and Students	CABE did not include in packet - do not include
1321	Public Performance by Students	Use existing policy 7-505 with sample regulation from CABE
1321.1	Public Performance by School Music Organizations	Use existing policy 8-407 with revision
1322	Contests for Students	Revised policy
1323	Gifts to Students	CABE did not include in packet - do not include
1324	Soliciting Funds from and by Students	Use only form with added language about fundraising taking place within the present school year, put form with 1314 policy
1325	Advertising and Promotion	Use sample policy from CABE
1326	Solicitations by Staff Members	Use sample policy from CABE adding club/team uniforms
1327	Relations With Youth Organizations	Do not include
1330	Use of School Facilities	CABE did not include in packet – research and include language about fee schedule to policy 1300

1330.1	Use of School Fields by Outside Organizations	CABE did not include in packet – research and include language about fee schedule to policy 1300
1331	Smoke Free Environment	Contact CABE to see if they can blend new policy that we received and existing policy
1332	Assignment of Personnel to Cover School Events/Activities	CABE did not include in packet - do not include
1340	Access to School Procedures and Materials	Do not include
1350	Senior Citizens' Benefits	Use optional policy from CABE with revision to allow senior citizens free admission to school events
1360	Awards and Scholarships	Use sample policy from CABE

○ **FUTURE MEETING DATES**

- December 1, 2014 – meeting canceled
- December 15, 2014- meeting time changed to 9:30 a.m. – 11:30 a.m. – Municipal Center Shared Conference Room One
- January 5, 2015 – meeting canceled

● **ACTION ITEMS FOR NEXT MEETING**

Responsible Party	Action	Comments	Due Date
Meg	Meg will contact another district for more information on their facility fees for policy 1300		12/15/2014
Dr. Erardi	Dr. Erardi will review policy 1180 - Memorials for Deceased Students or Staff		12/15/2014
Meg	Meg will contact CABE to see if they can blend new sample policy 1331(a) on a smoke free environment with the existing policy 1331		12/15/2014

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

Series 1000 (Community Relations):

Policy #	Policy Title	Point Person
1400	Relations between other Governmental Agencies and the Schools	Ms. Roche
1410	Local Units	Ms. Hamilton

1411	Law Enforcement Agencies	Ms. Hamilton
1412	Fire Department	Ms. Hamilton
1413	Health Department	Ms. Hamilton
1414	Welfare Department	Ms. Hamilton
1415	Recreation Department	Ms. Hamilton
1416	Fiscal Authority	Ms. Hamilton
1420	Country and Intermediate Unites; (RESC)	Ms. Hamilton
1430	State Government	Ms. Hamilton
1440	Federal Government	Ms. Hamilton
1500	Relations between Area, State, Regional and National Associations and the Schools	Ms. Hamilton
1510	Area Associations	Ms. Hamilton
1520	State Associations	Ms. Hamilton
1530	Regional Associations	Ms. Hamilton
1540	National Associations	Ms. Hamilton
1600	Relations between Non-Public and other Educational Organizations and the Schools	Ms. Hamilton
1610	Parochial Schools	Ms. Hamilton
1620	Private Schools	Ms. Hamilton
1630	Correctional Schools	Ms. Hamilton
1640	Colleges and Universities	Ms. Hamilton
1650	Cooperative Arrangements for State Mandated Adult Education	Ms. Hamilton
1660	School/Business Partnerships	Ms. Hamilton
1661	Cooperative Arrangements with Businesses and Industry	Ms. Hamilton
1700	Otherwise Lawful Possession of Firearms on School Property	Ms. Hamilton

Series 2000 (Administration):

Policy #	Policy Title	Point Person
2000	Concept and Roles in Administration	Dr. Erardi
2000.1	Board-Superintendent Relationship	Dr. Erardi
2001	Participatory Management	Dr. Erardi
2001.1	Staff Involvement in Decision-Making	Dr. Erardi
2001.2	Guidelines for Decision-Making Teams	Dr. Erardi
2010	Goals and Objectives	Dr. Erardi
2100	Administrative Staff Organization	Dr. Erardi
2110	Management Positions/Team	Dr. Erardi
2111	Equal Employment Opportunity	Dr. Erardi
2112	Professional Development	Dr. Erardi
2120	Organization Chart(s)	Dr. Erardi
2121	Line of Responsibility	Dr. Erardi
2122	Building Assignment Term Limitation -Transfer of Adm	Dr. Erardi

2130	Job Descriptions	Dr. Erardi
2131	Superintendent of Schools	Dr. Erardi
2131.1	Appointment of Designee for Superintendent	Ms. Roche
2132	Assistant Superintendent	Ms. Roche
2133	Principals	Ms. Roche
2133.1	Qualification and Duties	Ms. Roche
2133.11	Assistant Principals	Ms. Roche
2134	Business Managers	Ms. Roche
2135	Director of Pupil-Personnel Services	Ms. Roche
2140	Superintendent	Ms. Roche
2141	Recruitment of Superintendent	Ms. Roche
2150	Administrative Staff	Ms. Roche
2151	Recruitment of Administrative Staff	Ms. Roche
2152	Assignment of Administrative Personnel	Ms. Roche
2153	Orientation of Administrative Personnel	Ms. Roche
2154	Supervision of Administrative Personnel	Ms. Roche
2200	Administrative Operations	Ms. Roche
2210	Administrative Leeway in Absence of Board Policy	Ms. Roche
2220	Representative and Deliberative Groups	Ms. Roche
2221	Superintendent's Cabinet	Ms. Roche
2222	District Advisory Councils (district Personnel)	Ms. Roche
2223	School Administrator – Teacher Liaison Committee	Ms. Roche
2224	Outside Consultants	Ms. Roche
2230	Shared Services	Ms. Roche
2230.1	Operations – Virus Protection	Ms. Roche
2231	Policy and Regulation Systems	Ms. Roche
2232	House Organs, Manuals, Directives, Bulletins, Announcements	Ms. Roche
2232.1	Administrative Reports/Annual Report	Ms. Roche
2233	Printing and Distribution of Agreements, Documents	Ms. Roche
2234	Treatment of Outside Reports	Ms. Roche
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
2400	Evaluation of Administrators and Administration	Ms. Roche
2500	Administrative Reports	Ms. Roche

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Ms. Roche was made to adjourn the meeting at 10:49 a.m. All in favor

Submitted: Kathy Hamilton, Policy Committee Chair